



Contact for apologies: Sue Hammond
ph: 8384 0747
email: sue.hammond@onkaparinga.sa.gov.au
Contact number for meeting venue: 8384 0614

12 September 2019

NOTICE OF MEETING

NOTICE IS HEREBY GIVEN in accordance with Section 83 of the *Local Government Act 1999* that an **Ordinary meeting of Council** of the City of Onkaparinga will be held on **Tuesday 17 September 2019 at 7pm** at the Council Chamber at the Civic Centre, Ramsay Place, Noarlunga Centre for the purpose of considering the items included on the attached agenda.

We recognise that the land on which we meet has considerable natural and cultural heritage, including thousands of years of traditional ownership by Kaurna.

A handwritten signature in black ink, appearing to read "Mark Dowd".

Mark Dowd
Chief Executive Officer

Disclaimer: Please note that the contents of the Council Agendas have yet to be considered by Council and recommendations contained herein may be altered or changed by the Council in the process of formally making decisions of Council.



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South Australia 5168
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City of Onkaparinga
Agenda for the Council meeting
to be held on 17 September 2019

Venue: Council Chamber, Civic Centre
Ramsay Place, Noarlunga Centre

Meeting commenced:

Present:

Apologies: Cr Peat

Leave of absence:

Absent:

Pledge:

We recognise this City's considerable natural and cultural heritage, including thousands of years of traditional ownership by Kurna, and the more recent contribution from people either born here or who have migrated here. As we meet together, we build on this heritage by respecting and listening to each other, thinking clearly, being receptive to new ideas, speaking honestly, and deciding wisely for the current and future well-being of those we serve.

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1. Opening of meeting

2. Confirmation of minutes

Recommendation

That the minutes of the proceedings of the Council meeting held on 20 August 2019 be received and confirmed as an accurate record of those proceedings.

3. Adjourned business

Nil.

4. Leave of absence

Nil.

5. Mayor's Communication

5.1 Mayors Report

Vice-Regal visit to City of Onkaparinga

On Tuesday 20 August I was honoured and delighted to spend the day with His Excellency the Governor Hieu Van Le AC and Mrs Lan Le. The day started with a tour of Wakefield House Positive Ageing Centre and a morning tea with Elected **Members and staff. We then visited the 'plastic road' project at Caribbean Crescent, Happy Valley – South Australia's first road to be constructed out of binned plastic and glass.** The Governor and Mrs Le were most impressed by this innovative and cost-effective road resurfacing. We went on to tour the Wardli Youth Centre, which offers a range of services for young people with a focus on recreation and leadership building. We called in to Sauerbier House and then on to the Aldinga Community Centre.

A casual lunch was enjoyed at the McLaren Vale Visitor Information Centre, followed by a tour of the Cube, **d'Arenberg Winery, McLaren Vale. We made an** impromptu stop at Star of Greece, Port Willunga and met a number of business owners and finally went on to REDARC Electronics, Lonsdale for a tour of the facility with the Managing Director.

I wish to thank everyone involved in bringing this eventful day to fruition. The Governor and Mrs Le thoroughly enjoyed the day spent in our beautiful city. I have **attached the Governor's thank you letter (Attachment 1).**

Citizenship Ceremony

On Monday 26 August we welcomed 84 new Australian citizens to our city, from 15 different countries at a ceremony at the Hopgood Theatre, Noarlunga Centre.

Special guest speaker, Shelly Ward who undertook our inaugural Women's Civic Leadership program in 2017, welcomed our new citizens and we enjoyed an incredible performance by a very talented local musician Camryn Jordans. Special

thanks go to the TS Noarlunga Cadets who assisted me in handing out gifts to our new citizens on the night.

We have a large number of citizens receiving their approvals from the Department of Home Affairs, so we have added extra ceremonies over the next few months to help them take their final steps to become an Australian citizen.

Visitor Guide Launch

I was pleased to launch the sixth edition of the McLaren Vale and Fleurieu Coast Visitor Guide on Thursday 29 August. The self-funded guide has been developed to drive visitation to our city and encourage visitors to stay for longer and spend more with our local businesses. We were overwhelmed by the support and investment in the visitor guide by the local tourism industry. There have been record sales and advertising numbers with investment from over 130 businesses. I look forward to continuing to grow our tourism economy, seeing the implementation of our Strategic Tourism Plan and all of its new and exciting initiatives and experiences.

Representation at events

Thank you to Cr Wayne Olsen for representing me at the **Hon Corey Wingard MP's** launch of the Willunga Basin Trail Inc Project on 13 September. The purpose of the project is to establish a 120km walking trail to the bounds of the Willunga Basin. The Trail is expected to result in increased opportunities for local residents and visitors to be involved in and enjoy walking as a health activity.

Correspondence received

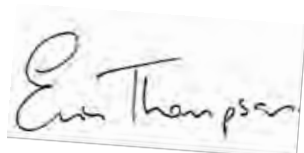
The following correspondence is attached for your information.

1	His Excellency the Governor	Thank you letter for visit to the region
2	Aldinga Bay Residents Association	Correspondence to Minister Spiers MP re proposed land sale
3	Hon Stephen Knoll MP	Commonwealth Financial Assistance Grants and Supplementary Local Road Funding 2019-20
4	State Planning Commission	New Planning and Design Code phase allocation
5 and 5.1	Hon David Speirs MP	Correspondence from Minister regarding solid waste levy and my response

Mayor's calendar

My activities between 17 August and 13 September 2019 are reflected in Attachment 6.

Thank you.



Erin Thompson
Mayor

Recommendations

That Council note the 17 September 2019 Mayor's report.



GOVERNMENT HOUSE
ADELAIDE

Wednesday, 4 September 2019

Dear Erin,

My wife Ian and I would like to express our sincere thanks to you, Mark Dowd and the local community for hosting our visit to Onkaparinga on Tuesday, 20 August 2019. We thoroughly enjoyed meeting the local volunteers and business owners, who bring a strong and valuable sense of community spirit to the region.

The staff and volunteers at Wakefield House were delightful to meet and should be commended for their optimistic approach to ageing and promoting the positive effects of interacting with like-minded individuals.

It was also wonderful to see the Wardli Youth Centre in action. The Centre's focus on education and recreation is particularly important for today's youth and it was great to see that the Centre provides valuable opportunities for our future generations to flourish, under the guidance of your dedicated staff and volunteers.

Our drive-by inspection of the various council projects was a great way to learn about the attractions and progressive plans in the region, especially including the 'Plastic Road'.

Thank you for making a special stop at the Star of Greece. Doug and Nikki Govan have such a lovely restaurant in a stunning setting. Please convey our thanks to Zar Brooks for the beautiful book he gave us whilst visiting.

Lastly, please pass on our thanks to Johanna Bennett and the team at the McLaren Vale and Fleurieu Visitor Information Centre for providing a delectable lunch and overview of the McLaren Vale region.

Once again, thank you for your warm hospitality.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Hieu Van Le'.

The Honourable Hieu Van Le AC
GOVERNOR OF SOUTH AUSTRALIA

Ms Erin Thompson
Her Worship the Mayor of the City of Onkaparinga
PO Box 1
NOARLUNGA CENTRE SA 5168

Attachment 2

From: secretary@abra.org.au <secretary@abra.org.au>
Sent: Thursday, August 22, 2019 4:21 PM
To: minister.speirs@sa.gov.au
Cc: Richard Peat <Richard.Peat@onkaparinga.sa.gov.au>; Erin Thompson <Erin.Thompson@onkaparinga.sa.gov.au>
Subject: Aldinga Washpool - proposed land sale



Aldinga Bay Residents Association

Mall: C/- P.O. Box 270 Aldinga Beach S.A. 5173

Email: secretary@abra.org.au

Web: www.abra.org.au ABN: 45282240056

Minister David Spiers
Minister for the Environment and Water
SA Government
minister.speirs@sa.gov.au

Re: Proposed land sale adjacent the Aldinga Beach 'Washpool' area

Dear Minister Spiers,

ABRA is an incorporated Association representing the residents and ratepayers within the Postcode areas of 5173 and 5174. We were recently informed of the said proposed land sale by SA Water. The residents of Aldinga Beach and Sellicks Beach which are either side of the Washpool and its surroundings, are very aware of the natural, ecological and cultural sensitivity of the area. We are also aware of its importance to our local Council (Onkaparinga) in its stormwater and conservation program, and to your own Department for overall environmental management.

We join with our Council and other concerned groups, in requesting that you intervene in this sale, and do whatever is necessary to ensure the area's preservation going forward.

We further ask that we be placed on your Department's contact list for any information regarding the Washpool lagoon and any other environmentally sensitive areas within the Aldinga Bay region.

An acknowledgement of the concerns expressed herein and assurance regarding appropriate actions would be most appreciated.

Yours sincerely,

Bernie Stafford

**Secretary,
Aldinga Bay Residents Association Inc
Ph 0408 816 921**

19MLG0231



Government
of South Australia

The Hon Stephan Knoll MP
Member for Schubert

Mayor Erin Thompson
City of Onkaparinga
PO Box 1
NOARLUNGA CENTRE SA 5168

Dear Mayor Thompson

I am pleased to advise that the South Australian Local Government Grants Commission's (the Commission's) recommendations for the distribution of the Commonwealth Financial Assistance Grants for 2019-2020 and Supplementary Local Road Funding for 2019-2020 and 2020-2021 to Councils were approved by the Hon Mark Coulton MP, Federal Minister for Regional Services, Decentralisation and Local Government on 12 August 2019.

Financial Assistance Grants across Australia will provide an estimated \$2.54 billion for 2019-2020, an increase of 4.05 percent over 2018-2019. For South Australia, the total allocation is \$164.5 million, an increase of 3.1 percent.

South Australia's allocation includes General Purpose Grants of \$121,611,213, an increase of 2.81 percent from 2018-2019 and Identified Local Road Grants of \$42,847,209, an increase of 4.05 percent from 2018-2019. The identified Local Road component includes formulae based funding of \$36,420,209 and \$6,427,000 for the Special Local Roads Program.

Minister Coulton has also advised that there was an overpayment of \$774,327 in the 2018-2019 grants. This amount will be deducted from the cash grants received by councils during 2019-2020 in proportion to your approved 2018-2019 distributions.

As has been the case in recent years, approximately half of the 2019-2020 Financial Assistance Grants were brought forward and paid in June 2019. South Australia received a total of \$82.65 million, which included \$61.11 million in General Purpose Grants and \$21.54 million in Identified Local Road Grants.

Onkaparinga Council has received a total of \$4,284,249, comprising \$2,803,508 in General Purpose Grants and \$1,480,741 in Identified Local Road funding.

Minister for Transport, Infrastructure and Local Government
Minister for Planning
Roma Mitchell House Adelaide SA 5000 | GPO Box 1533 Adelaide SA 5001 DX 171
Tel 08 7109 8430 | Email ministerknoll@sa.gov.au



The brought forward payment was distributed on the basis of the approved recommendations for 2018-2019 to give councils immediate access to funds to commence new projects and to benefit from the interest on additional cash in the bank.

It is also pleasing that the Federal Government renewed the Agreement to provide the Supplementary Local Road funding for 2019-2020 and 2020-2021. Funding of \$40 million for the two years was paid as a Brought Forward Payment in June 2019. Formulae funding of 85 percent or \$34 million was distributed directly to councils on the basis of the approved Identified Local Road Grants for 2018-2019 and the remaining 15 percent or \$6 million will be distributed in 2019-2020 and 2020-2021 as part of the Special Local Roads Program.

Onkaparinga Council has received a total of \$2,350,114 in Supplementary Local Road Funding for 2019-2020 and 2020-2021.

In summary, the total allocation to the Onkaparinga Council for the 2019-2020 financial year consists of:

Estimated Financial Assistance Grants for 2019-2020

General Purpose Grant (GPG)	\$ 5,527,611
Roads (Formulae Funding - ILRG)	\$ 2,532,812
Roads (Special Local Roads Program - ILRG)	\$ 668,000
*	

Total Estimated Grant for 2019-2020 \$ **8,728,423**

Less Adjustment for 2018-2019 overpayment (GPG)	\$ -20,273
Less Adjustment for 2018-2019 overpayment (ILRG)	\$ -22,617
Less Brought Forward Payment Paid in June 2019 (GPG)	\$ 2,803,508
Less Brought Forward Payment Paid in June 2019 (ILRG)	\$ 1,480,741
Remaining 2019-2020 Cash Payable (rounded to the nearest dollar)	\$ 4,401,284

2019-20 & 2020-21 Supplementary Local Road Funding (Paid in June 2019)

Supplementary Local Road Funding (Formulae Funding)	\$ 2,350,114
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2019-20 Supplementary Local Road Funding (Paid in August 2019)

Supplementary Local Road Funding (Special Local Roads)	\$
**	

Total Supplementary Local Road Funding \$ **2,350,114**

* Monies provided under the Special Local Roads Program (Financial Assistance Grants) have been allocated for work on the following project: Justs Road, Sellicks Beach.

** Monies provided under the Special Local Roads Program (Supplementary Local Road Funding) for 2019-2020 was allocated in August 2019, for work on the following project:

The General Purpose Grants and the Identified Local Road Grants are determined using different assessment methods.

To calculate the general purpose grants, both the capacity of councils to raise revenue and their expenditure needs relative to the average or standard council are assessed. Greater funding is directed to councils with less capacity to raise revenue from rates (i.e., those councils with lower than average property values) or where services cost more to provide for reasons outside the council's control (i.e., those councils with higher than average expenditure needs).

The identified local road grants are distributed based on the basis of road length and population, and in rural councils, the area of the council.

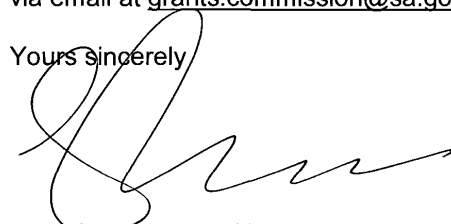
The Commission, consisting of Chair Bruce Green and Commissioner Dave Burgess, has not made any changes to the distribution methodology for 2019-2020.

The Financial Assistance Grants are untied and the remaining funding for 2019-2020 will be paid in four quarterly instalments, with the first instalment paid in August 2019. Further instalments will be paid in November 2019 and February and May 2020.

It would be appreciated if you could forward this information to the relevant Council officers.

Should you have any queries regarding your Council's grant, please contact Mr Peter Ilee, the Commission's Executive Officer, on telephone 7109 7148 or via email at grants.commission@sa.gov.au

Yours sincerely



HON STEPHAN KNOLL MP
MINISTER FOR TRANSPORT, INFRASTRUCTURE AND LOCAL GOVERNMENT
MINISTER FOR PLANNING

SD / 8 /2019

Cc Mr Mark Dowd, Chief Executive Officer

19MLG0231

COPY



Government
of South Australia

The Hon Stephan Knoll MP
Member for Schubert

Mayor Erin Thompson
City of Onkaparinga
PO Box 1
NOARLUNGA CENTRE SA 5168

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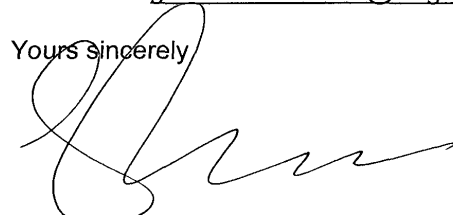
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It would be appreciated if you could forward this information to the relevant Council officers.

Should you have any queries regarding your Council's grant, please contact Mr Peter Ilee, the Commission's Executive Officer, on telephone 7109 7148 or via email at grants.commission@sa.gov.au

Yours sincerely



HON STEPHAN KNOLL MP
MINISTER FOR TRANSPORT, INFRASTRUCTURE AND LOCAL GOVERNMENT
MINISTER FOR PLANNING

30/8 /2019

Cc Mr Mark Dowd, Chief Executive Officer



30 August 2019

State Planning Commission

Level 5
50 Flinders Street
Adelaide SA 5000

GPO Box 1815
Adelaide SA 5001

08 7109 7466

Good morning,

The release of the draft Planning and Design Code (Code) on public consultation is a landmark point in the development of the new planning system for South Australia and represents a major collaboration between the State Planning Commission, the Department, local government and the broader practitioner network and community.

As Chair of the Commission I am pleased to be writing to you today to share important details about this consultation stage as we ready the draft Planning and Design Code (Code) for release in October 2019.

In the coming weeks and months Commission members and Planning Reform team members will be actively engaging with you and your Elected Members, council staff, industry and the community to ensure all who have an interest in the new Code are sufficiently educated about the policy content and what it means for them, so they can provide informed feedback during consultation.

I would like to take this opportunity to confirm the Code implementation phase your council has been allocated to and next steps.

Phase Allocation

Your council is included in Phase Three of the new Code implementation. The complete listing of councils for each phase is attached for your information.

The phase allocation has been determined from an assessment of the alignment of councils with the Phase Two and Phase Three draft Code content. Phase Two is deemed to be applicable to councils with a population of less than 10,000 people, where limited urban policy would apply. Phase Three is deemed to be applicable to councils with a population over 10,000 people and a regional city or town where urban policy would apply. Your council has been assessed as aligning more closely with Phase Three criteria.

Phase Three key timings are:

Activity	Phase Three Timing
Draft council Transition Plan	2nd week of September 2019
Commission pre-consultation briefing for Mayors, CEs & Elected Members	5 & 12 September 2019
Pre-consultation council information sessions with DPTI (held at DPTI)	Mid September 2019
Commission pre-consultation briefing for Community & Resident Group Leaders	19 September 2019
Consultation commences	Early October 2019
Code meetings with Elected Members, council staff and community	November 2019
Code consultation engagement	Early October 2019 – Early 2020
Consultation ends	Early 2020
Training delivery for ePlanning	June 2020
Implementation	July 2020

Consultation for both Phase Two and Phase Three will start at the same time in order to provide councils and the community with a view of the whole Code. A staged approach for implementation is important to enable the appropriate focus for each Phase.

The implementation approach includes:

- pre-consultation activities to enable councils to gain an understanding of the Code and how it applies to them
- engagement activities with councils, industry and the community during the consultation period
- a formal submission process (a submission template will be provided)
- all submissions being made publicly available on the portal
- a 'What We Heard' report being distributed following the conclusion of consultation
- delivering training on the ePlanning system
- the Commission providing a report to the Minister for approval, including any amendments to the draft Code arising from consultation
- the approved Code being published on the planning portal
- Code coming into force the day it goes onto the planning portal
- Minister providing a report to the Environmental Resources and Development Committee of Parliament

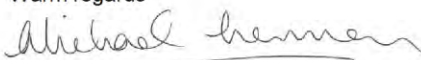
Next Steps

Transition Plans are currently being developed to show on an area basis what Code modules apply to each Council. The process for the development of these plans has been revised to fit the timeframes, however the intent to work collaboratively with councils on these plans remains the same. Transition Managers will work with their allocated councils to finalise these plans and provide them to Council in preparation for consultation.

I look forward to working with you and your council as we move towards the implementation of this ground-breaking planning policy.

In the meantime if you have any questions on the Code, please contact myself or Anita Allen, Manager Planning Reform; or email the team at dpti.planningreform@sa.gov.au

Warm regards



Michael Lennon
Chair, State Planning Commission

19EW0005802

Ms Erin Thompson
Mayor
City of Onkaparinga
PO Box 1
Noarlunga Centre SA 5168



**Government
of South Australia**

Office of the Minister for
Environment and Water

81-95 Waymouth Street
Adelaide SA 5000
GPO Box 1047
Adelaide SA 5001

Tel 08 8463 5680
minister.speirs@sa.gov.au

Dear Ms Thompson

Thank you for your letter dated 8 July 2019 to the Treasurer, the Hon Rob Lucas MP, regarding the South Australian solid waste levy. As this matter falls within my portfolio of responsibilities, I am responding on behalf of the government.

I understand that your council has benefited significantly from the Green Industries Fund and is indeed eligible for further waste management related funding. Despite this, it was disappointing to note that your council has chosen to impose on your residents an increase in council rates when the other councils operating with similar waste management arrangements within your region have not.

I note your remarks regarding the use of the solid waste levy and confirm that a \$10 million modernisation and transition package is being made available through the Green Industries Fund, as well as \$2 million being dedicated to strengthening the state's waste regulation and support the review of South Australia's container deposit scheme.

This funding is further to the \$12.4 million provided in 2018 in response to the China Sword policy change.

Yours sincerely

DAVID SPEIRS MP
Minister for Environment and Water

15/08/2019

* DESPITE your FACEBOOK
POST STATING OTHERWISE -
A BREACH OF your
RESPONSIBILITIES AS
Mayor - in my view.

Erin, HOLOFAST Bay AND
MARION DIDN'T RAISE
THEIR RATES -
ONKAPARINGA DID,
THIS SAYS A LOT TO
ME. DAVID

Mayor's calendar 17 August to 13 September 2019

August	
19	Local Government Association Elected Members Leadership Session
	Onkaparinga Northern Community Forum
20	Vice-Regal visit to City of Onkaparinga
	Pre-Council meeting
	Meeting of Council
22	Video filming session
24	O'Halloran Hill Tennis Club Open Day
25	Celebration of the Sea Port Noarlunga beach clean
26	Meeting with staff
	Meeting with club representatives
	Meeting with Reynella Neighbourhood Centre Committee
	Citizenship Ceremony
27	Meetings with residents
	Meeting with staff
28	Meeting with McLaren Vale Business & Tourism Association
	Meeting with Chief Executive Officer
29	Meeting with Kurna Nation Cultural Heritage Association
	Launch of Visitor Guide
31	Mollydooker Winery event
September	
2	Meeting with business owners
	Meeting with club representatives
3	Meeting with community group
	Meeting with Chief Executive Officer
	Ward briefing
	Meeting of Strategic Directions Committee
	Elected Member Session
4	Meeting with residents
	Meeting with business owner
5	Meeting with Councillor
	Meeting with business owner
	Meeting with club representative

	Meeting with business owner
	Meeting of Chief Executive Officer Performance Management Committee
9	Meeting with Councillor
	Meeting of Audit, Risk, Value and Efficiency Committee
10	Meetings with staff
	Meeting with club representatives
	Meeting with community group
	Elected Member Session
11	Reynella site visit
	Meeting with church representative
12	Citizenship Ceremony
	Meetings with staff
	State Planning Commission briefing

Elected Member Sessions held:

3 September	Community Plan Review
10 September	Capped debt/reduce debt workshop Community Investment Fund

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6. Presentations

6.1 Swell 6 Australasian Management Challenge Team

7. Deputations

**7.1 Low Income Reference Group:
Eman Rahim, Heart and Soul Group
Paul Kuhn**

8. Presentation by Committee Chairpersons and reports to Council by Council Committees.

8.1 Strategic Directions Committee meeting minutes of 3 September 2019

This is a regular or standard report.

Director: Alison Hancock, Director Corporate and City Services

Report Author: Sue Hammond, Governance Officer

Contact Number: 8384 0747

Attachments: 1. Minutes of the Strategic Directions Committee meeting held
3 September 2019 (4 pages)

A meeting of the Strategic Directions Committee was held on 3 September 2019.

There were no items that require a resolution of Council.

Recommendations

That Council note the minutes of the Strategic Directions Committee meeting held on 3 September 2019 as shown at attachment 1 to the agenda report.

City of Onkaparinga
Minutes of the Strategic Directions Committee meeting
held on 3 September 2019

Venue: Council Chamber, Civic Centre
Ramsay Place, Noarlunga Centre

Meeting commenced: 7pm

Present: Mayor E Thompson
Cr M Bray
Cr S Brown
Cr B Cowan
Cr G Eaton
Cr H Greaves
Cr W Jamieson
Cr S McMahon
Cr M O'Brien
Cr M Themeliotis (Chair)

Apologies: Cr de Graaf
Cr W Olsen
Cr R Peat

Leave of absence: Nil

Absent: Nil

City of Onkaparinga
Minutes of the Strategic Directions Committee meeting held on 3 September 2019.

1. Opening of meeting

Cr Themeliotis officially declared the meeting open at 7pm.

2. Confirmation of minutes

MOVED O'Brien.

That the minutes of the proceedings of the Strategic Directions Committee meeting held on 6 August 2019 be received and confirmed as an accurate record of those proceedings.

Seconded by Cr Cowan.

CARRIED

3. Adjourned business

Nil.

4. Chairperson's report

Nil.

5. Presentations

Nil.

6. Deputations

6.1 Local issues – Port Noarlunga – Daniel Platten

Daniel Platten gave a deputation and answered questions from elected members in relation to local issues in Port Noarlunga.

6.2 Wearing Street Aquatic and Arts Precinct – Anne Marks and Maureen Ritchie

Anne Marks and Maureen Ritchie gave a deputation and answered questions from elected members in relation to the Wearing Street Aquatic and Arts Precinct.

7. Reports of officers

7.1 Murray Darling Association Membership 2019-20

Cr Eaton declared a perceived conflict of interest as his son is the River Water Operations Manager within the Department of Environment and Water and left the meeting at 7.34pm.

MOVED Cr Bray.

That the Strategic Directions Committee agrees to cancel council's membership to the Murray Darling Association.

Seconded by Mayor Thompson.

CARRIED

City of Onkaparinga
Minutes of the Strategic Directions Committee meeting held on 3 September 2019.

Cr O'Brien called a DIVISION and the decision was set aside.

For:

<i>Cr Jamieson</i>	<i>Cr Bray</i>	<i>Mayor Thompson</i>	<i>Cr McMahon</i>	<i>Cr Greaves</i>
<i>Cr Themeliotis</i>				

Against:

<i>Cr Cowan</i>	<i>Cr Brown</i>	<i>Cr O'Brien</i>		
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CARRIED

Cr Eaton resumed his seat in the Chamber at 7.40pm.

7.2 Sports Assets Levels of Service

MOVED Cr Greaves.

- 1. That the Strategic Directions Committee confirms the outcomes of the Sport Assets Levels of Service elected member workshop detailed in attachment 1 to the agenda report.*
- 2. That the Strategic Directions Committee approves the next steps below:*
 - a. Work undertaken to develop Levels of Service for our Sports Assets aligns with the priorities identified by Elected Members.*
 - b. Engagement with the Southern Sports Recreation Surf Life Saving and City of Onkaparinga Forum regarding the levels of service for sports assets.*
 - c. Elected member workshop/s to further clarify priorities for Levels of Service for our Sports Assets.*

Seconded by Cr McMahon.

CARRIED

7.3 LGA circular procurement pilot project

MOVED Cr Jamieson.

That the Strategic Directions Committee:

- 1. Confirms our involvement in the Local Government Association's Circular Procurement Pilot Project and the commitments for participating councils, as outlined in attachment 1 of the agenda report.*
- 2. Be provided with regular updates on outcomes achieved through the Pilot Project.*

Seconded by Mayor Thompson.

CARRIED

City of Onkaparinga
Minutes of the Strategic Directions Committee meeting held on 3 September 2019.

7.4 Council and Committee Reporting Schedule

MOVED Cr Greaves.

That the Strategic Directions Committee notes the agenda report and Reporting Schedule, as shown at attachment 1 to the agenda report.

Seconded by Cr Eaton.

CARRIED

8. Questions on notice

Nil.

9. Motions

Nil.

10. Petitions

Nil.

11. Urgent business

Nil.

12. Confidential items

Nil.

13. Closure

Cr Themeliotis officially declared the meeting closed at 7.46pm.

Certified CorrectChair

/ /2019

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8.2 Chief Executive Officer Performance Management Committee meeting minutes of 5 September 2019

This is a regular or standard report.

Manager:	Alison Hancock, Director Corporate and City Services
Report Author:	Sue Hammond, Governance Officer
Contact Number:	8384 0747
Attachments:	1. Minutes of the Chief Executive Officer Performance Management Committee meeting of 5 September 2019 (4 pages)

A meeting of the Chief Executive Officer Performance Management Committee was held on 5 September 2019.

There were no items that require a resolution of Council.

Items 6.1 and 6.2 of the meeting are confidential items and will be considered at items 15.3 and 15.4 of this agenda.

Recommendation

That Council note the minutes of the Chief Executive Officer Performance Management Committee meeting of 5 September 2019 as attached to the agenda report.

City of Onkaparinga
Minutes of the Chief Executive Officer
Performance Management Committee meeting
held on 5 September 2019

Venue: Council Chamber, Civic Centre
Ramsay Place, Noarlunga Centre

Meeting commenced: 5.32pm

Present: Mayor E Thompson
Cr M Bray
Cr S Brown (5.34pm)
Cr G Eaton
Cr H Greaves (5.55pm)
Cr W Jamieson
Cr S McMahon
Cr M O'Brien
Cr W Olsen (6.05pm)
Cr M Themeliotis

Apologies: Cr Cowan
Cr de Graaf
Cr R Peat

Leave of absence: Nil

Absent: Nil

City of Onkaparinga
Minutes of the Chief Executive Officer Performance Management Committee meeting held on 5 September 2019.

1. Opening of meeting

Mayor Thompson officially declared the meeting open at 5.32pm.

2. Confirmation of minutes

MOVED McMahon.

That the minutes of the proceedings of the Chief Executive Officer Performance Management Committee meeting held on 6 June 2019 be received and confirmed as an accurate record of those proceedings.

Seconded by Cr Jamieson.

CARRIED

3. Adjourned business

Nil.

4. Reports of officers

Nil.

5. Urgent business

Nil.

Cr Brown entered the meeting at 5.34pm.

City of Onkaparinga
Minutes of the Chief Executive Officer Performance Management Committee meeting held on 5 September 2019.

6. Confidential items

Mayor Thompson brought forward item 6.2 at this point.

6.2 2018-19 Chief Executive Officer Annual Performance presentation

MOVED Cr Themeliotis.

1. That:

- a. *under the provisions of Section 90(2) of the Local Government Act 1999 an order be made that the public be excluded from attendance (with the exception of the Independent Advisor) at the meeting in order to consider this item in confidence.*
- b. *the Chief Executive Officer Performance Management Committee is satisfied that it is necessary that the public be excluded to enable the Committee to receive and consider the information and report at the meeting on the following grounds:*
Section 90(3)(a) information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead), in this instance being matters related to the terms and conditions of the employment contract for the Chief Executive Officer.
- c. *The Chief Executive Officer Performance Management Committee is satisfied that it is reasonably foreseeable that the public disclosure or discussion of information concerning the contract of employment of a person at the meeting would be inconsistent with accepted principles of professional human resource management.*

Seconded by Cr Eaton.

CARRIED

Cr Greaves entered the meeting at 5.55pm.

Cr Olsen entered the meeting at 6.05pm.

2-3 Confidential

MOVED Cr Greaves.

4. *That the matter of the 2018-19 Chief Executive Officer Annual Performance presentation having been considered by the Chief Executive Officer Performance Management Committee in confidence under Sections 90(2) and 90(3)(a) of the Local Government Act 1999 that an Order be made under the provisions of Sections 91(7) and (9) of the Local Government Act 1999 that the discussion, information, reports, attachments and minutes of the Chief Executive Officer Performance Management Committee relating to discussion of the subject matter having been dealt with on a confidential basis under Section 90(3)(a) of the Local Government Act 1999 (with the exception that this information may be released to the Chief Executive Officer, the Director Corporate and City Services and the Independent Advisor to the Chief Executive Officer Performance Management Committee) be kept confidential until 30 April 2027 (being seven years following the expiry of the CEO's contract of employment in accordance with standard human resource record keeping practices).*

Seconded by Cr O'Brien.

CARRIED

Mark Dowd left the meeting.

City of Onkaparinga
Minutes of the Chief Executive Officer Performance Management Committee meeting held on 5 September 2019.

6.1 2018-19 Chief Executive Officer Performance Review draft survey

MOVED Cr Greaves.

1. That:

- a. *under the provisions of Section 90(2) of the Local Government Act 1999 an order be made that the public be excluded from attendance (with the exception of the Independent Advisor) at the meeting in order to consider this item in confidence.*
- b. *the Chief Executive Officer Performance Management Committee is satisfied that it is necessary that the public be excluded to enable the Committee to receive and consider the information and report at the meeting on the following grounds:*
Section 90(3)(a) information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead), in this instance being matters related to the terms and conditions of the employment contract for the Chief Executive Officer.
- c. *The Chief Executive Officer Performance Management Committee is satisfied that it is reasonably foreseeable that the public disclosure or discussion of information concerning the contract of employment of a person at the meeting would be inconsistent with accepted principles of professional human resource management.*

Seconded by O'Brien.

CARRIED

2-6 Confidential

MOVED Cr Greaves.

- 7. That the matter of the 2018-19 Chief Executive Officer Performance Review draft survey having been considered by the Chief Executive Officer Performance Management Committee in confidence under Sections 90(2) and 90(3)(a) of the Local Government Act 1999 that an Order be made under the provisions of Sections 91(7) and (9) of the Local Government Act 1999 that the discussion, information, reports, attachments and minutes of the Chief Executive Officer Performance Management Committee relating to discussion of the subject matter having been dealt with on a confidential basis under Section 90(3)(a) of the Local Government Act 1999 (with the exception that this information may be released to the Chief Executive Officer, the Director Corporate and City Services and the Independent Advisor to the Chief Executive Officer Performance Management Committee) be kept confidential until 30 April 2027 (being seven years following the expiry of the CEO's contract of employment in accordance with standard human resource record keeping practices).**

Seconded by O'Brien.

CARRIED

7. Closure

Mayor Thompson officially declared the meeting closed at 8.30pm.

Certified Correct Chair

/ /2019

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8.3 Audit, Risk, Value and Efficiency Committee minutes of 9 September 2019

This is a regular or standard report.

Manager: Alison Hancock, Director Corporate and City Services

Report Author: Sue Hammond, Governance Officer

Contact Number: 8384 0747

Attachments:

1. Minutes of the Audit, Risk, Value and Efficiency Committee meeting of 9 September 2019 (5 pages)
2. Kerbside Service Compliance Review Scope (5 pages)

A meeting of the Audit, Risk, Value and Efficiency Committee was held on 9 September 2019.

The following items require a resolution of Council.

Recommendations

1. Re item 7.1 Kerbside Collection Compliance Service Review

That Council approve that the Kerbside Collection Compliance Review commence as per the Kerbside Service Compliance Review Scope (attachment 2 to the agenda report).

2. That Council note the minutes of the Audit, Risk, Value and Efficiency Committee meeting of 9 September 2019 as per attachment 1 to the agenda report.

Attachment 1

City of Onkaparinga

**Minutes of the Audit, Risk, Value and Efficiency Committee meeting
held on 9 September 2019**

Venue: Meeting Room 1, Civic Centre
Ramsay Place, Noarlunga Centre

Meeting commenced: 6pm

Present: David Powell (Chairperson)
Peter Brass
Cr Cowan
Cr Eaton
Cr O'Brien

Apologies: Nil

Leave of absence: Nil

Absent: Nil

City of Onkaparinga
Minutes of the Audit, Risk, Value & Efficiency Committee meeting held on 9 September 2019

1. Opening of meeting

David Powell officially declared the meeting open at 6pm.

2. Confirmation of minutes

MOVED Cr O'Brien.

That the minutes of the proceedings of the Audit, Risk, Value and Efficiency Committee meeting held on 29 July 2019 be received and confirmed as an accurate record of those proceedings.

Seconded by Peter Brass.

CARRIED

3. Adjourned business

Nil.

4. Chairperson's report

Nil.

5. Presentations

Nil.

6. Deputations

Nil.

David Powell brought forward item 9.1 at this point.

9. Motions

9.1 Notice of Motion - Cr Cowan - Terms of Reference

That the Audit, Risk, Value and Efficiency Committee (ARVEC) recommend to Council:

- 1. That the ARVEC Terms of Reference be amended to require the ARVEC Chairperson to provide a Chairperson's report on each ARVEC meeting.*
- 2. That the Chairperson's report be attached to the relevant ARVEC meeting minutes and presented to Council.*
- 3. That the Chairperson's report contains a summary of the informal discussions, questions, and answers exchanged during the ARVEC meeting.*

Cr Cowan withdrew the motion after discussion to provide more detail in the minutes and the implementation of an action list.

City of Onkaparinga
Minutes of the Audit, Risk, Value & Efficiency Committee meeting held on 9 September 2019

7. Reports of officers

7.1 Kerbside Collection Compliance Service Review

MOVED Peter Brass.

1. *That the Audit, Risk, Value and Efficiency Committee recommend to Council the Kerbside Collection Compliance Review commence as per the Kerbside Service Compliance Review Scope (attachment 1 to the agenda report).*
2. *That the Committee held discussion as follows:*
 - *re scope of review – Committee were very supportive of the review in light of the cost of waste and saw it as beneficial for reducing costs.*
 - *Correction in scope required to end date from 2019 to 2020.*
 - *Suggested a marketing and communications strategy to deal with any resident questions in relation to the service review.*

Seconded by Cr Eaton.

CARRIED

7.2 Internal Audit Quarterly Update Report

MOVED Cr Cowan.

1. *That the Audit, Risk, Value and Efficiency Committee receive and note the agenda report.*
2. *That the Committee held discussion as follows:*
 - *Bringing internal audit scopes to the Committee for review prior to commencing audits.*
 - *Mechanisms for bringing new items out of the Chamber and how to evaluate those items against current audits within the plan on a risk basis.*
 - *The Committee recommended the type of audits to be changed from corporate to strategic.*
 - *The Committee recommended we refer to the internal audit providers as outsourced rather than external.*

Seconded by Cr Eaton.

CARRIED

7.3 Risk Management Quarterly Update Report

MOVED Cr Cowan.

That the Audit, Risk, Value and Efficiency Committee receive and note this report.

Seconded by Cr O'Brien.

CARRIED

City of Onkaparinga
Minutes of the Audit, Risk, Value & Efficiency Committee meeting held on 9 September 2019

7.4 Annual report - Internal review applications received under section 270 of the Local Government Act 1999

MOVED Peter Brass.

That the agenda report be received and approved by the Audit, Risk, Value and Efficiency Committee.

Seconded by Cr Cowan.

CARRIED

7.5 Placement of Council Insurances

MOVED Cr O'Brien.

1. That the Audit, Risk, Value and Efficiency Committee receive and note the City of Onkaparinga's Summary of Council Insurances, as attached to this agenda report.

2. That the Committee held discussion as follows:

- Recommended contacting the LGRS to discuss alternate insurance providers.*
- Note the significant increase in the building and assets premium as a result of revaluation of assets.*

Seconded by Peter Brass.

CARRIED

7.6 2019 Committee Reporting Schedule (Work plan)

MOVED Peter Brass.

That the Audit, Risk, Value and Efficiency Committee note the agenda report and 2019 Committee Reporting Schedule, attachment 1 to the agenda report.

Seconded by Cr Eaton.

CARRIED

8. Questions on notice

Nil.

10. Petitions

Nil.

11. Urgent business

Nil.

City of Onkaparinga
Minutes of the Audit, Risk, Value & Efficiency Committee meeting held on 9 September 2019

12. Confidential items

Nil.

13. Closure

David Powell officially declared the meeting closed at 7.27pm.

Certified Correct *Chair*

/ /2019

Attachment 2



SCOPE DOCUMENT
SERVICE REVIEW

Overview			
Review Name:	Kerbside Collection Compliance	Service:	Kerbside Collection
Review Leader:	Michel Diratani	Service Type:	Legislated service
Review Sponsor:	Kirk Richardson	Service Owner:	Jessica Tucker
Review Administrator:	BPI - TBD	Service Cost:	Approx. \$12,000,000

DRAFT



SCOPE DOCUMENT SERVICE REVIEW

Background/Description

The City of Onkaparinga currently provides a 3-bin kerbside collection model. This comprises of:

- a single 140L domestic waste bin collected weekly
- a single 240L recycling bin collected fortnightly
- a single 240L green organics bin collected four weekly (with a change to fortnightly collection projected from 1 January 2020).

There are approximately 78,500 domestic waste, 83,500 green organics and over 78,000 recycling bins in circulation across our city that are an entitled and or additional authorised service. A capital replacement value of approximately \$10.5 million. The City of Onkaparinga retains ownership of all bins at all times

Each residence is entitled to place one bin (of each type) out for collection on the nominated collection day. Bins must be placed out for collection by 6am and should adhere to council's kerbside presentation requirements. Additional bins are available for residential properties for an annual fee (per bin). Bins that are not City of Onkaparinga branded or have not been approved and purchased via council will not be emptied.

Restrictions exist on what materials can be placed in each of the different bin types and we regularly audit bins placed out for collection to inspect for inappropriate items and contamination. Bins that cannot be collected due to contamination (and other presentation issues) are 'stickered' and the issues must be corrected before the next scheduled collection to enable the bin to be emptied.

A recent analysis of the kerbside collection service has highlighted a number of issues, including:

- A significant number of unauthorised domestic waste bins are being placed out for collection. Anecdotal evidence also suggests that there are a significant number of unauthorised recycling and green organics bins being used.
- Reports provided by our contractor indicate an increase in the number of recorded 'contaminated' bins, with inappropriate materials being placed in bins for collection.
- An increase in issues relating to bin presentation, including placement of bins, heavy bins and overflowing bins.

A review of all waste streams within the current kerbside collection service is required to address and resolve the issues identified above and to identify opportunities to improve the governance, education and compliance of council's waste and recycling services.

The information obtained from the review will assist and contribute in reviewing the Waste & Recycling Strategic Plan in mid-2020.

The state government waste levy is currently \$110 per ton and will increase to \$140 per ton as of 1 January 2020. Unauthorised bins provide an opportunity to reduce the impact of the levy increase and increase operational effectiveness.



SCOPE DOCUMENT SERVICE REVIEW

Objectives

The objectives of this review are to:

- reduce the number of unauthorised bins in all waste streams being presented for collection and associated costs
- reduce the number of contaminated bins in all waste streams being presented for collection and associated financial and environmental costs
- increasing opportunity and awareness of the importance of diversion from landfill
- reduce the number of issues relating to bin presentation, including placement of bins, heavy bins and overflowing bins to achieve greater operational efficiency
- develop robust, transparent governance regarding service eligibility, service design, roles and responsibilities and non-compliance
- identify opportunities for improved customer experience, efficiency and or cost reduction
- inform the commencement of the Waste Strategic Management Plan review.

Scope

The following high level activities will be included in the scope of this review:

- A review of the current service design (standards & entitlements) including bin types, presentation requirements, contamination process/handling, collection timing, education and compliance.
- An analysis of the current issues relating to bin entitlement, presentation and contamination.
- Investigations into technological improvements, including implementation of GPS tracking to resolve customer requests, identify unauthorised additional bins, mapping, planning and improve the customer experience.
- The identification and evaluation of best practice options to resolve/reduce issues relating to bin entitlement, presentation and contamination.
- The development of clear and concise information regarding service eligibility, service design, roles and responsibilities, non-compliance and the refusal, decline, cessation and reinstatement of the service (potential creation of a Waste and Recycling Policy or similar).

The following high level activities are considered to be **out of scope** for this review:

- A review of kerbside collection frequency.
- A review of the kerbside collection service delivery model.



SCOPE DOCUMENT SERVICE REVIEW

Risk and benefits

Key benefits to be realised:

Environmental

- Increased diversion from landfill including a reduction in contaminated or hazardous waste.
- Increased awareness of recycling, waste reduction and diversion.
- Reduced litter and contamination from overflowing bins.

Social

- Increased community awareness of council waste & recycling service and requirements.
- Reduction in illegal dumping by utilising services such as hard waste, mattress collection or additional bin options.
- Reduction in issues related to bin presentation including but not limited to bin placement and bins put out late for collection.

Financial

- Saving from non-collection or removal of unauthorised bins.
- Saving from non-collection of falsified late/missed bin request.
- Reduction in operating and disposal costs as a result of not collecting unauthorised bins. This also provides consistency across council region in relation to bin entitlements.
- Operational saving and efficiency gains from refusing repeat offenders falsifying late/missed bin request or bin repairs.

Technological

- Investigate/upgrade technological improvements via GPS software/tracking.
- Improved customer request resolution in relation to late/ missed or obstructed bins.
- On-board vehicle access to authorised additional bin entitlements and also option to report un-authorised bins
- Potential increase efficiency from zone mapping, geofence reporting and automated collection route planning/mapping.

Policy Development

- Establishment and development of City of Onkaparinga Waste & Recycling Policy.
- The development of clear and concise information regarding service eligibility, service design, roles and responsibilities, non-compliance and the refusal, decline, cessation and reinstatement of the service.
- Contributes to the updating of the Waste and Recycling Strategic Management Plan 2017-2021 review.



SCOPE DOCUMENT SERVICE REVIEW

Risk and benefits

Key risks associated with the review:

- Reputation/Community Expectation
 - Potential minor negative feedback and/or complaints from impacted residents.
- Political
 - Possible community concern over entitlements previously provided which were unauthorised.
 - Residents may believe council is 'spying' on residents bins.
- Environmental
 - Potential increase in illegal dumping as a result of reduced unauthorised bins.

Resources

Internal:

- Jessica Tucker, Manager Civil, Fleet & Waste
- Joshua Rose, Team Leader Waste & Recycling
- Trevor Ryan, Team Coordinator Waste & Recycling
- Darran McLaaren, Team Coordinator Waste Services
- Lynda Wedding, Waste Education Officer
- Kimberley Harper, Business Support Officer
- Gary Thwaites, Business Improvement Partner
- Ben Calder, Senior Strategic Planner
- Belinda Button, Finance Business Partner

External:

- Adrian Rose, SA & NT State Manager Solo Resource Recovery
- Mark Poynter, Branch Manager Solo Resource Recovery
- Jonathan Rose, Operations Supervisor Solo Resource Recovery
- Chris Adams, CEO SRWRA
- Tim Bishop, Technical Manager 3Logix
- Green Industries South Australia
- Steven Evans State ,Operations Manager Visy Recycling

Scheduling

Estimated Start Date: 30/09/2019

Estimated Completion Date: 31/03/2020

Officer who prepared this document	Approved by:
Name: Michel Diratani	Name: Kirk Richardson
Position: Contracts Surveillance Officer	Position: Director, City Operations
Department: City Operations	Department: City Operations
Date Created: Click here to enter a date.	Date Approved: Click here to enter a date.

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9. Reports of officers

9.1 Load Limit Removal - Old Coach Road

This is a new proposal, concept or issue.

Manager: Matthew Morrissey, Manager Assets and Technical Services

Report Author: Heath Newberry, Road Network Planner

Contact Number: 8301 7215

Attachments: 1. Location map – Old Coach Road Load Limit (1 page)
2. Previous council resolution (7 pages)

1. Purpose

This report proposes to remove the existing 6 tonne load limit that currently exists on Old Coach Road, Aldinga.

2. Recommendations

- 1. That Council approves the revocation of the 6 tonne load limit on Old Coach Road, Aldinga under Section 234A of the *Local Government Act 1999*.**
- 2. That following gazettal of the revocation, officers remove the load limit signage.**

3. Background

Old Coach Road is a distributor road that runs from Maslin Beach to Aldinga Township. The road is a bus route and a major north/south corridor which plays an important role in the distribution of traffic throughout the City of Onkaparinga local road network. A map outlining the location of Old Coach Road is provided in attachment 1.

The adjoining land use is mainly rural in nature. The urban sections of this road include both the northern section adjacent to Maslin Beach and the southern section within the Aldinga Township, both of which were recently upgraded.

Currently, a load limit restriction of 6 tonnes is in place on Old Coach Road, from Tuit Road through to the Aldinga Township.

In response to recent community concerns about the purpose of the existing load limit and the impact on the surrounding road network, we have undertaken further investigations as detailed in this report.

Previous Council resolution

According to previous Council minutes from an Operations Committee Meeting held on 21 September 2004, the 6 tonne load limit on Old Coach Road was declared by the former District of Willunga under section 359 of the *Local Government Act 1934*.

The meeting noted that the load limit was required due to the poor condition of the road at that time, and the consequent need to re-direct heavy traffic onto Main South Road, which was structurally more capable of taking the high traffic loading.

The original extent of the load limit was from Maslin Beach to the Aldinga Township.

This meeting also resolved to relax the extent of the previously existing load limit, reducing its extent, from Tuit Road to the Aldinga Township. Signage was subsequently implemented at the Tuit Road junction, with advanced warning signage installed at the Maslin Beach Road junction.

Although the *Local Government Act 1934* is now repealed, any resolution passed under section 359 continues to have force until the resolution has expired or is revoked by Council. Under the equivalent section of the current *Local Government Act 1999 (Section 234A)* any resolution to revoke the load limit must be supported by an absolute majority of all members of the Council. The resolution does not take effect until it has been published in the Gazette, relevant newspaper and on a website determined by the Chief Executive Officer.

Current traffic conditions

There are currently two heavy vehicle bypass routes along the Old Coach Road corridor, as detailed in the location map in attachment 1.

The first bypass route is located at the Maslin Beach Road junction and allows heavy vehicles to detour through the Department of Planning, Transport and Infrastructure (DPTI) road network, via Maslin Beach Road and Main South Road, in order to travel south.

The second bypass route is located at the Tuit Road junction and allows heavy **vehicle to detour through council's local road network, via Tuit Road** and Bowering Hill Road, in order to travel south.

Traffic count data is used as a guide to assess traffic conditions and the mix of traffic on particular roads throughout our network. A recent traffic count undertaken at the southern end of Old Coach Road in June 2018 indicated that Old Coach Road experiences approximately 3,900 vehicles per day with 6.3% of this total traffic volume comprising of heavy vehicles.

Although this data indicates a high mix of heavy vehicle traffic utilising this road corridor, a majority of these heavy vehicles are classed as smaller sized two axle trucks or buses.

A normal level of heavy vehicle mix that we would expect to see throughout the broader Adelaide metropolitan road network is generally around 3.5%.

Further analysis of the surrounding road network indicates that some vehicles are complying with the load limit restriction, with the percentage of heavy vehicles utilising the first bypass route on Maslin Beach Road (under the care and control of the Department of Planning, Transport and Infrastructure) being 6.5%.

Similarly, the second bypass route of Tuit and Bowering Hill Roads experiences a heavy vehicle mix of approximately 4-5%, both of which are local roads under the care and control of council.

It is likely that a small percentage of heavy vehicles using the surrounding network may default back to using Old Coach Road if the load limit was removed, however we would not expect this change to dramatically worsen existing traffic conditions.

Role of Old Coach Road

The role of any distributor road within our road hierarchy is to provide for the distribution of high volumes of traffic (up to 20,000 vehicles per day) from within,

and through, a local area. Generally, distributor roads should be designed to cater for a higher mix of heavy vehicle traffic and in some instances higher speeds, noting that the rural section of Old Coach Road has speed limit of 70km/h.

Heavy Vehicle National Law and Regulations

The *Heavy Vehicle National Law (South Australia) Act 2013 & Regulations* were enacted on 10 February 2014 and outlines that general access heavy vehicles can access all roads in South Australia unless they are specifically banned due to local restrictions (such as bridge/culvert load limits). General access vehicles include those with a gross mass of up to 42.5 tonnes and length of 19 metres and they do not require a notice or permit to operate on the road network.

4. Service Alignment

There is an existing culvert structure where Willunga Creek crosses Old Coach Road. This culvert has been assessed as being structurally sound, and therefore does not limit the capacity of this road to carry heavy vehicles. Further to this, we have recently undertaken extensive road improvement works at the northern and southern end of Old Coach Road.

We currently have a road reconstruction and upgrade project scheduled for 2020-21 that will considerably improve the portion of Old Coach Road from Township Lane to Iverene Road. This project will include widened traffic lanes, from 3.2m existing out to 3.5m, and the inclusion of 1.5m wide sealed shoulders to improve safety for cyclists and pedestrians along Old Coach Road.

Our intention is to progressively continue to renew and upgrade the remaining portions of the Old Coach Road corridor as part of our ongoing road works program. This will complete the entire corridor from Maslin Beach to the Aldinga Township and provide significant improvements for all road users along Old Coach Road.

The scope of works for the 2020-21 project and future stages along Old Coach Road will be guided by the community engagement process currently underway.

5. Financial Implications

The road reconstruction and upgrade project for Old Coach Road is accommodated for as part of long term financial plan and annual budget planning process for the road works category. It will be a priority project for funding allocation in 2020-21 however will be subject to a 50/50 Special Local Roads Program (SLRP) Grant Funding application.

There are no major cost implications from the removal of the load limit. Some small costs will be incurred in order to have the existing signs removed, and advertising associated with public notification and government gazettal.

6. Risk and Opportunity Management

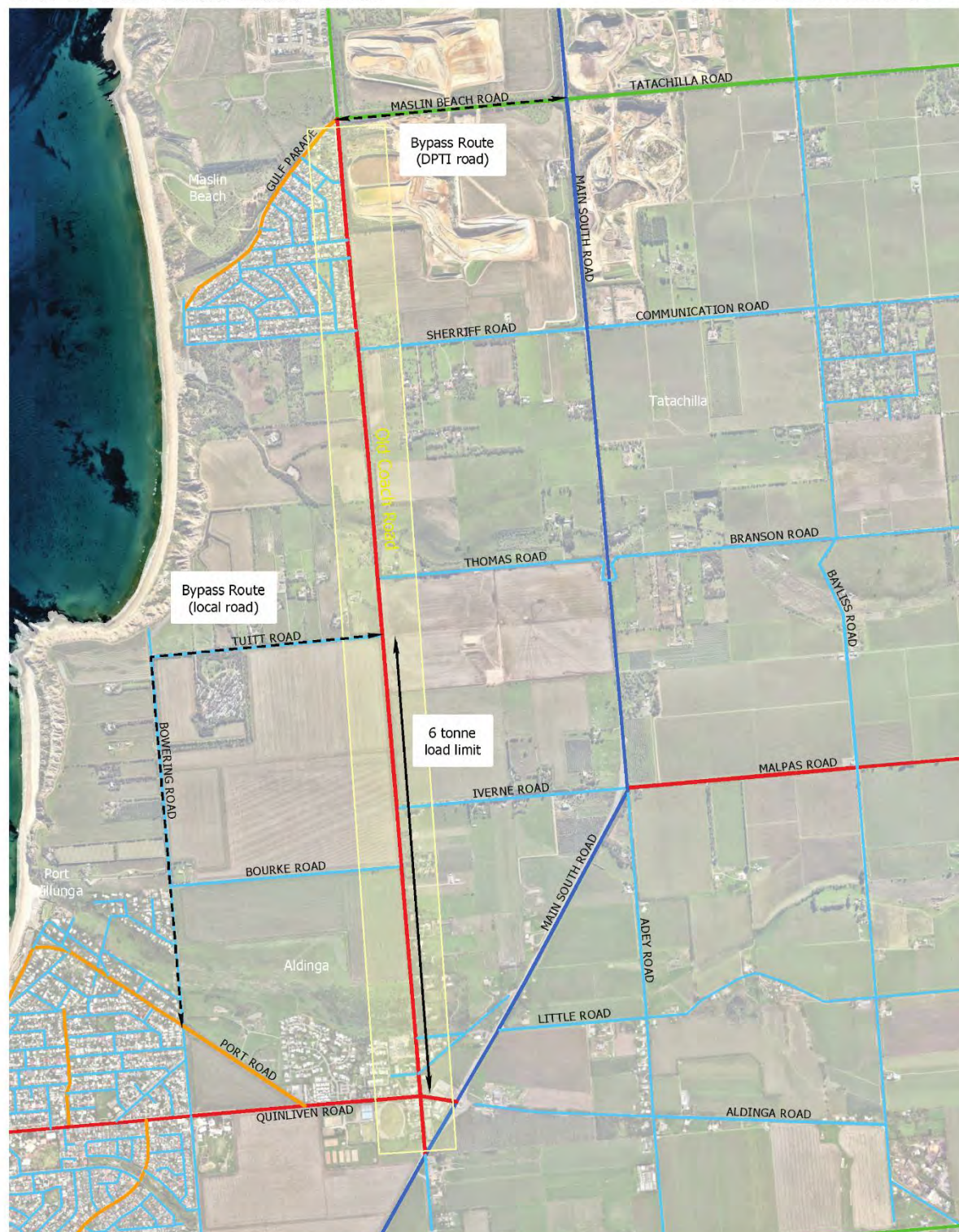
Risk	
Identify	Mitigation
Increase in heavy vehicles traffic using Old Coach Road.	Low risk. There are already a significant percentage of heavy vehicles using Old Coach Road despite the load limit restriction. A vast majority of these existing heavy vehicles are classed as small sized two axle trucks or buses, and as such the impact from existing and future levels of heavy vehicle usage are tolerable and catered for in the road design.
Accelerated deterioration of Old Coach Road.	<p>A staged approach to upgrading and renewing the remaining portions of Old Coach Road is currently being progressed. Works are planned to progress in 2020-21 for the southern section from Iverene Road to Township Lane.</p> <p>The existing culvert at the southern end of Old Coach Road has been assessed as being structurally sufficient to cater for General Mass Vehicles (or GMVs).</p>
The community objects to the removal of the load limit.	<p>There is no longer any structural engineering justification for a load limit on Old Coach Road. Under the new <i>Heavy Vehicle National Law (South Australia) Act 2013</i> there is therefore no justification for the load limit to remain in place.</p> <p>Council therefore effectively has no option other than to revoke the load limit. Given that the community cannot influence the decision, consultation as to whether the load limit should be removed is not appropriate and is not required under the revocation process prescribed by the <i>Local Government Act 1999 (Section 234A)</i>.</p> <p>However, under the revocation process, once Council has resolved to remove the load limit it must publicly notify the community via the Gazette, local newspapers and an appropriate website. The revocation does not take effect until this gazettal has occurred (at which point the signs can be removed).</p> <p>These public notifications will make it clear that there is no option for Council to retain the load limit.</p>

Opportunity	
Identify	Maximising the opportunity
Reduced heavy vehicle traffic on the surrounding local road network.	Removal of the load limit on Old Coach Road will ensure that heavy vehicles utilise a distributor road corridor, which from a network planning perspective, is best placed to carry a higher mix of heavy vehicle traffic. Ultimately, we would expect to see a reduction in heavy vehicle numbers utilising Tuit and Bowering Hill Roads.
A more effective and well-functioning road network.	Removal of the load limit on Old Coach Road will ensure we have a road network that better aligns with its road classification hierarchy, whereby a distributor road such Old Coach Road more appropriately caters for the type of traffic that should be using a road of this classification. ie. we should not be encouraging heavy vehicles to navigate through lower order local roads.

7. **Additional information**

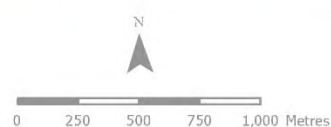
Based on the investigations undertaken as detailed within this report the exclusion of heavy vehicles from Old Coach Road is no longer necessary. It is now recommended that the current 6 tonne load limit restriction on Old Coach Road be removed.

Old Coach Road Load Limit



Road Network Plan Hierarchy

- Arterial Primary (DPTI)
- Arterial Secondary (DPTI)
- Distributor
- Collector
- Local



CITY OF ONKAPARINGA
AGENDA FOR THE OPERATIONS COMMITTEE MEETING TO BE HELD ON 21 SEPTEMBER 2004

3.6 Modification to Old Coach Road load limit

Report seeking to reduce the length of the existing 6 tonne load limit on Old Coach Road.

Report Author : Peter Slay – Principal Engineer Design Services
General Manager : Beth Davidson Park – General Manager City Services
Contact Number : 83840177
File Reference : Nil
Attachments : 1 (1 page)

1. Executive Summary

Old Coach Road currently has a 6 tonne load limit between the south side of the junction with Maslin Beach Road, Maslin Beach and the north side of the junction with Port Road, Aldinga. Road upgrade works have resolved the need for this limit to continue over the northern section and it is proposed that the northern limit be brought back to the south side of Tuitt Road (see Attachment 1). This will provide a more efficient corridor for service vehicles working along the coastal area, facilitate access for residents in the area and also provide a safer passageway for slow moving vehicles such as Council plant and agricultural vehicles which currently have to use Main South Road.

2. Background

Old Coach Road has a 6 tonne limit which was declared by the former District Council of Willunga under Section 359 of the Local Government Act 1934. The load limit was required due to the poor condition of the road at that time and the consequent need to re-direct heavy traffic onto Main South Road which was structurally capable of taking the high traffic loading.

Considerable work has since been undertaken on Old Coach Road and the only section which now causes concern is the section south of Iverene Road junction.

Concerns have been raised by Council staff regarding the current need to track slow moving vehicles along Main South Road to avoid the load limit zone. A safer approach would be to use lower trafficked roads such as Bowering Hill Road / Tuitt Road/ Old Coach Road.

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AGENDA FOR THE OPERATIONS COMMITTEE MEETING TO BE HELD ON 21 SEPTEMBER 2004

3. Discussion

3.1 Relevant Policies and Strategic Directions

Roles and responsibilities

The roles and responsibilities adopted by Council will be guided by:

- The expectations of the community as a whole, or those of specific groups or individuals within the community.
- A demonstrated need or community benefit, which is supported by research.

Owner/custodian

- Council will fulfil its obligations as the owner or custodian of the community's physical assets through asset management planning and service level standards.
- Council will provide safe and convenient access to public facilities under its care and control for all members of the community.

3.2 Consultation

(a) Elected Members

Ward Councillors have been advised of the recommendation and no specific issues have been received to date.

(b) Community

At a recent meeting of residents from Sherriff Road, concern was raised about the restrictions caused by the load limit on Old Coach Road both for delivery vehicles and agricultural vehicles.

(c) Staff

Michael Holmes, Traffic Engineer, City Services

Stephen Fines-Phillips, Civil Engineer, City Services

David Drozd, Infrastructure Planner - Traffic, City Services

(d) Other Agencies

SAPol, the authority for policing the load limit, will be advised if this load limit is removed.

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3.3 Particulars of Issue

Road improvement works undertaken since the load limit was introduced have resolved the need for the load limit north of Iverene Road and provide potential to relax the existing length of restriction on Old Coach Road.

The major benefits derived by the proposed relaxation of the load limit over this section of road are:

- provision of a potential route for delivery vehicles and slow moving vehicles between the Port Willunga and Maslin Beach areas without the need to divert east to Main South Road then back along Maslin Beach Road; and
- improved accessibility to Sherriff Road for commercial and agricultural vehicles. This is particularly pertinent at present as Transport SA are developing plans for an overtaking lane on Main South Road which will include the Sherriff Road junction.

The existing junction between Iverene and Main South Roads has relatively poor visibility and it would not be appropriate to encourage additional heavy traffic to exit Iverene Road at this junction. This may also encourage heavy traffic currently using Communication Road / Maslin Beach Road to continue down Old Coach Road and enter Main South Road via Iverene Road, which is not the intended benefit of the zone relaxation. Tuitt Road is therefore seen as the most appropriate starting point for the revised section of load limit as it would facilitate the desired improvements for traffic movement without encouraging possible problem movements.

As part of changes to the load limit a new 6 tonne load limit sign will be erected at the Tuitt Road junction and an advanced warning sign will be erected to the south of the Maslin Beach Road junction.

Council has power under Section 359 of the Local Government Act 1934 to revoke or vary any load limit previously created. The Council resolution revoking the section of load limit must be advertised through the Government Gazette and a local newspaper in order for the resolution to take effect.

3.4 Economic, Social and Environmental Implications

(a) Economic

The proposal would assist delivery and other service vehicles by reducing travel distances between destinations in the area.

(b) Social

The residents of Sherriff Road are supportive of the proposal as they believe that it would provide more flexibility in accessing their road.

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(c) Environmental

The proposal is not considered to have any detrimental affect on the existing road and would not result in a significant increase in the number of heavy vehicles using the adjacent roads.

3.5 Financial Implications

(a) Current Year

The required changes in signage would be undertaken using current operational budgets.

(b) Future Years

The reconstructed section of Old Coach Road has been designed to cater for this increased loading and it is expected that there will be no significant increase in maintenance costs.

3.6 Conclusion

There is no longer a structural reason for maintaining the existing 6 tonne load limit on the section of Old Coach Road between Maslin Beach and Tuitt Roads and the removal of this section of the existing load limit would have an overall beneficial effect on safe and efficient movement of vehicles in the area.

Recommendation(s)

1. That Council under the powers in Section 359 of the Local Government Act 1934 revoke the section of 6 tonne load limit on Old Coach Road, Maslin Beach and Old Coach Road, Aldinga between the current starting point to the south side of Maslin Beach Road, Maslin Beach and the south side of the junction with Tuitt Road, Aldinga.
2. That Council advertise the change in length of the load limit on Old Coach Road, Maslin Beach and Old Coach Road, Aldinga through the Government Gazette and local paper.

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- Rule 238: Pedestrians travelling along a road (except in or on a wheeled recreational device or toy)
- Rule 250: Riding on a footpath or shared path
- Rule 264: Wearing of seatbelts by drivers
- Rule 265: Wearing of seatbelts by passengers 16 years old, or older
- Rule 266: Wearing of seatbelts by passengers under 16 years old
- Rule 268: How persons must travel in or on a motor vehicle
- Rule 269: Opening doors and getting out of a vehicle etc
- Rule 298: Driving with a person in a trailer.

Conditions of Exemptions

- Rule 237: Provided the speed of the vehicle does not exceed 5km/h
- Rule 264: provided the speed of the vehicle does not exceed 25km/h
- Rule 265: provided the speed of the vehicle does not exceed 25km/h
- Rule 266: provided the speed of the vehicle does not exceed 25km/h
- Rule 268: provided the speed of the vehicle does not exceed 25km/h
- Rule 269: provided the speed of the vehicle does not exceed 5km/h
- Rule 298: provided the speed of the vehicle does not exceed 25km/h

Seconded by Cr Oakes

CARRIED

Cr Schulze resumed his seat in the chamber at 8.46pm.

3.6 Modification to Old Coach Road load limit

Cr Greaves *MOVED*:

1. That Council under the powers in Section 359 of the Local Government Act 1934 revoke the section of 6 tonne load limit on Old Coach Road, Maslin Beach and Old Coach Road, Aldinga between the current starting point to the south side of Maslin Beach Road, Maslin Beach and the south side of the junction with Tuitt Road, Aldinga.

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4. *That Lifestyle SA be advised that Council requires the proposed driveway and footpath to be constructed within the rights of way marked "C" and "D" be designed in a low key manner appropriate to the environmental setting to the satisfaction of council.*

Seconded by Cr Nash.

CARRIED

3.5 Temporary Road Closure for an Event - Old South Road, Corn Street, Olive Street, Mill Street and Oval Road, Old Reynella

Cr Taylor left her seat in the chamber at 8.45pm.

Cr Schulze declared a conflict of interest due to his employment with SA Police and left the chamber at 8.45pm.

Mayor Gilbert declared an interest as an honorary member of the Lions Club.

Cr Nash MOVED:

1. *That Council declares that the Reynella Village Lions Fair and Street Parade is an event as defined in the Road Traffic Act 1961.*
2. *That Council gives consent to the proposed road closure of Old South Road from its intersection with Reynell Road to Oval Road, Old Reynella between 10:45am and 11:10am on Sunday 14 November 2004 as shown on the Temporary Road Closure drawing number 1998-126.*
3. *That pursuant to Section 17 of the Road Traffic Act and Clause F.13 of the Notice to Council dated 12 March 2001, Council gives approval for the use of the temporary traffic controls as shown in the Temporary Road Closure Plan number 1998-126 and Typical Detail drawing number 2003-122.*
4. *That Council pay for the advertising of the temporary road closure for the Reynella Village Lions Fair and Street Parade.*
5. *That participants in the Reynella Village Lions Fair and Street Parade are exempt from the following road rules:*
 - *Rule 221: Using hazard warning lights*
 - *Rule 230: Crossing a road – general*
 - *Rule 231: Crossing a road at pedestrian lights*
 - *Rule 232: Crossing a road at traffic lights*
 - *Rule 234: Crossing a road on or near a crossing for pedestrians*
 - *Rule 237: Getting on or into a moving vehicle*



City of
Onkaparinga

Modification To Load Limit

NOTICE is hereby given that the Council of the City of Onkaparinga at its meeting held on 21 September 2004 resolved pursuant to section 359 of the Local Government Act 1934 (as amended), to revoke the section of 6 tonne load limit on Old Coach Road, Maslin Beach and Old Coach Road, Aldinga between the current starting point to the south side of Maslin Beach Road, Maslin Beach and the south side of the junction with Tuitt Road, Aldinga.

Jeff Tate
City Manager

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9.2 Legal Services Summary

This is a regular or standard report.

Report Author: Alison Hancock, Director Corporate and City Services

Contact Number: 8384 0734

Attachments: 1. Legal services summary (3 pages)

1. Purpose

To provide a report to Council of quarterly expenditure legal services sought by the City of Onkaparinga and Freedom of Information requests.

2. Recommendation

That Council receive and note the report and summary of legal services received, as shown at attachment 1 to the agenda report.

3. Background

At the Council meeting of 18 July 2017, Cr Deakin moved that a previous motion requesting legal reports monthly be revoked and successfully put forward the following motion:

1. That the Chief Executive Officer present a quarterly "Legal Issues" report to Council, that (subject to confidentiality restraints) provides the costs and details of all new or continuing, legal issues, legal advice sought, including Freedom of Information requests and any formal requests for information from external agencies or persons.

2. That a historic report of Council's expenditure on legal advice and the subject of that advice be maintained on the Elected Member web site.

4. Financial Implications

The City of Onkaparinga's legal costs are provided through the existing budget process. Legal costs for financial year totals are also reported in Council's Annual Report.

Year	Legal expenses (\$)
April – June 2019	236,284*
2017–18	696,000
2016-17	615,000
2015–16	633,000
2014–15	754,000

** Current year financial data is drawn from supplier invoices by invoice date.*

Costs incurred via the Freedom of Information (FOI) process are also provided through the existing operational budget.

Year	FOI internal processing costs (\$)	Monies received (\$)
2018-19	5,284	782
2017-18	9,363	2,570
2016-17	13,371	5,642
2015-16	7,631	1,150
2014-15	4,938	1,536

Concession card holders and Members of Parliament are exempt from payment (MP's exempt to a value of \$1000 per application) under the *Freedom of Information Act 1991*.

Applications	April - June 2019	FY 2017-18
Full release	2	4
Partial release	5	29
Withdrawn/invalid/refused	1	17
Total	8	50

In the April - June 2019 period 8 FOI applications were received.

Applications were generally in relation to development applications and dog attacks.

No request for an internal review of an FOI determination was received in the reporting period. One external review was completed by the Ombudsman, reversing Council's original determination.

5. Risk and Opportunity Management

Risk	
Identify	Mitigation
Complex regulatory matters	Legal advice allows officers with delegated powers to proceed in a matter with surety and confidence in council's position.

Opportunity	
Identify	Maximising the opportunity
Monitoring of legal expenses	Monitoring of legal expenses provides Council assurance about the nature of legal advice being sought for complex matters.

6. Additional information

The City of Onkaparinga, through its procurement subsidiary Council Solutions, entered into a contract with preferred legal firms for the provision of legal advice. The wealth of knowledge on offer through these firms provides council officers authorised to seek legal advice the confidence to pursue a course of action as necessary/required in their role.

A procedure governing the procurement of legal advice authorises senior levels of management (CEO, Directors and Managers) to seek advice. Components of the procedure require officers to:

- review past advice
- select appropriate firm/lawyer
- retain a record of advice received.

Attachment 1 to this report provides a summary of invoices received in April – June 2019, with the data for this attachment relying on invoicing statements from each of the legal firms.

Please note that amounts shown do not include GST.



City of Onkaparinga Legal Services Summary

Legal Provider	Requestor	Summary of Advice	Invoice Date	Individual Transaction Amount
Norman Waterhouse	Manager Development Services	Development matter	2/04/2019	\$ 1,377.00
Minter Ellison	Manager Property & Commercial	Commercial arrangements	3/04/2019	\$ 1,158.00
Norman Waterhouse	Manager Development Services	General advice	4/04/2019	\$ 3,605.34
Norman Waterhouse	Manager Development Services	General advice	4/04/2019	\$ 390.13
Norman Waterhouse	Director Corporate & City Services	General advice	4/04/2019	\$ 57.33
Kelley Jones Lawyers	Manager People & Information	Training - Hoarders	5/04/2019	\$ 715.50
Kelley Jones Lawyers	Manager Development Services	Compliance matter	8/04/2019	\$ 299.04
Kelley Jones Lawyers	Manager Community Safety	Compliance matter - enforcement	8/04/2019	\$ 977.75
Kelley Jones Lawyers	Director Corporate & City Services	General advice	8/04/2019	\$ 6,294.92
Kelley Jones Lawyers	Director Corporate & City Services	Governance advice	8/04/2019	\$ 517.63
Kelley Jones Lawyers	Manager Development Services	Compliance matter - enforcement	8/04/2019	\$ 201.30
Mellor Olsson Lawyers	Manager Property & Commercial	General advice	11/04/2019	\$ 448.00
Mellor Olsson Lawyers	Manager Property & Commercial	Commercial arrangements	11/04/2019	\$ 912.00
Norman Waterhouse	Director Corporate & City Services	Training	16/04/2019	\$ 450.00
Norman Waterhouse	Director Corporate & City Services	Governance advice	29/04/2019	\$ 7,012.70
Norman Waterhouse Lawyers Pty	Manager Development Services	Planning advice	29/04/2019	\$ 83.20
Norman Waterhouse Lawyers Pty	Manager Property & Commercial	Policy advice	29/04/2019	\$ 550.00
Minter Ellison	Manager Fleet, Civil & Waste Operations	Commercial arrangements	29/04/2019	\$ 208.50
Norman Waterhouse Lawyers Pty	Manager People & Information	Employment advice	29/04/2019	\$ 846.00
Norman Waterhouse Lawyers Pty	Manager Development Services	Planning matter	29/04/2019	\$ 1,948.00
Norman Waterhouse	Director Corporate & City Services	Prosecution	30/04/2019	\$ 380.70
Norman Waterhouse Lawyers Pty	Manager Development Services	Compliance matter - enforcement	30/04/2019	\$ 96.00
Norman Waterhouse Lawyers Pty	Manager Development Services	Compliance matter - enforcement	30/04/2019	\$ 1,281.10
Norman Waterhouse Lawyers Pty	Manager Development Services	Planning matter	30/04/2019	\$ 896.00
Minter Ellison	Manager Development Services	Compliance matter - enforcement	30/04/2019	\$ 2,215.00
Norman Waterhouse Lawyers Pty	Manager Development Services	Planning matter	30/04/2019	\$ 1,851.70
Norman Waterhouse Lawyers Pty	Manager Development Services	Development matter	30/04/2019	\$ 338.40
Norman Waterhouse Lawyers Pty	Manager Development Services	Compliance matter - enforcement	30/04/2019	\$ 1,206.20
Norman Waterhouse	Manager Development Services	Planning matter	30/04/2019	\$ 3,489.20
Norman Waterhouse Lawyers Pty	Manager Development Services	Compliance matter - enforcement	30/04/2019	\$ 391.20
Norman Waterhouse	Manager Development Services	Compliance matter - enforcement	30/04/2019	\$ 291.00
Norman Waterhouse	Manager Development Services	Development matter	30/04/2019	\$ 12,556.00
Norman Waterhouse Lawyers Pty	Manager Development Services	Planning matter	30/04/2019	\$ 195.60
Minter Ellison	Director Corporate & City Services	Governance advice	30/04/2019	\$ 5,500.00
Norman Waterhouse Lawyers Pty	Manager Community Safety	Dog related matter	1/05/2019	\$ 2,184.20
Norman Waterhouse	Director Corporate & City Services	General advice	3/05/2019	\$ 582.40
Norman Waterhouse	Manager Development Services	General advice	3/05/2019	\$ 2,035.25
Mellor Olsson Lawyers	Manager Property & Commercial	Commercial arrangement	8/05/2019	\$ 1,200.00
Kelley Jones Lawyers	Manager Community Safety	General advice	9/05/2019	\$ 244.43
Kelley Jones Lawyers	Director Corporate & City Services	Governance advice	9/05/2019	\$ 2,103.87
Kelley Jones Lawyers	Manager Community Safety	Compliance matter - enforcement	9/05/2019	\$ 1,401.44
Kelley Jones Lawyers	Director Corporate & City Services	General advice	9/05/2019	\$ 155.07
Kelley Jones Lawyers	Director Corporate & City Services	General advice	9/05/2019	\$ 854.56
Kelley Jones Lawyers	Director Corporate & City Services	General advice	9/05/2019	\$ 155.04
Kelley Jones Lawyers	Manager Community Safety	General advice	9/05/2019	\$ 244.44
Kelley Jones Lawyers	Manager People & Information	Employment advice	9/05/2019	\$ 423.68
Norman Waterhouse Lawyers Pty	Director Corporate & City Services	Prosecution	16/05/2019	\$ 6,108.00
Norman Waterhouse Lawyers Pty	Director Corporate & City Services	Prosecution	20/05/2019	\$ 3,850.00
Mellor Olsson Lawyers	Manager Property & Commercial	Commercial lease arrangements	23/05/2019	\$ 960.00
Mellor Olsson Lawyers	Manager Property & Commercial	Commercial arrangements	27/05/2019	\$ 3,130.70
Minter Ellison	Manager Property & Commercial	Commercial arrangements	28/05/2019	\$ 309.20
Norman Waterhouse Lawyers Pty	Manager Development Services	Development matter	29/05/2019	\$ 5,164.90

Legal Provider	Requestor	Summary of Advice	Invoice Date	Individual Transaction Amount
Norman Waterhouse Lawyers Pty	Manager Development Services	Planning matter	30/05/2019	\$ 930.60
Norman Waterhouse Lawyers Pty	Manager Development Services	Development matter	30/05/2019	\$ 1,278.60
Norman Waterhouse Lawyers Pty	Manager Development Services	Compliance matter - enforcement	30/05/2019	\$ 1,880.00
Norman Waterhouse Lawyers Pty	Manager Development Services	Planning matter	30/05/2019	\$ 3,554.10
Norman Waterhouse Lawyers Pty	Manager Community Safety	Dog related matter	30/05/2019	\$ 1,015.20
Norman Waterhouse Lawyers Pty	Manager Development Services	Compliance matter - enforcement	30/05/2019	\$ 2,698.06
Norman Waterhouse Lawyers Pty	Manager Property & Commercial	Commercial arrangements	30/05/2019	\$ 778.70
Norman Waterhouse Lawyers Pty	Manager Development Services	Development matter	30/05/2019	\$ 5,643.00
Norman Waterhouse Lawyers Pty	Manager Development Services	Development matter	30/05/2019	\$ 2,765.10
Norman Waterhouse Lawyers Pty	Manager Development Services	Planning matter	30/05/2019	\$ 2,976.50
Norman Waterhouse Lawyers Pty	Manager Development Services	Planning matter	30/05/2019	\$ 880.20
Norman Waterhouse Lawyers Pty	Manager Development Services	Development matter	30/05/2019	\$ 13,286.10
Norman Waterhouse Lawyers Pty	Manager Development Services	Compliance matter - enforcement	30/05/2019	\$ 918.40
Norman Waterhouse Lawyers Pty	Manager Development Services	Compliance matter - enforcement	30/05/2019	\$ 456.40
Norman Waterhouse Lawyers Pty	Manager Development Services	Planning matter	30/05/2019	\$ 326.00
Norman Waterhouse Lawyers Pty	Manager Development Services	Planning matter	30/05/2019	\$ 1,433.40
Norman Waterhouse Lawyers Pty	Manager Development Services	LMA advice	30/05/2019	\$ 18,044.15
Minter Ellison	Director Corporate & City Services	Governance advice	30/05/2019	\$ 832.90
Norman Waterhouse Lawyers Pty	Director Corporate & City Services	Governance advice	30/05/2019	\$ 1,200.00
Norman Waterhouse Lawyers Pty	Director Corporate & City Services	Governance advice	30/05/2019	\$ 1,800.00
Norman Waterhouse Lawyers Pty	Manager People & Information	Employment advice	30/05/2019	\$ 2,064.00
Norman Waterhouse Lawyers Pty	Director Corporate & City Services	Prosecution	30/05/2019	\$ 2,538.00
Minter Ellison	Manager Property & Commercial	Conveyancing	31/05/2019	\$ 1,924.80
Minter Ellison	Manager Assets & Technical Services	Easement advice	31/05/2019	\$ 333.20
Norman Waterhouse Lawyers Pty	Manager Property & Commercial	LMA advice	31/05/2019	\$ 2,165.69
Norman Waterhouse Lawyers Pty	Manager Development Services	General advice	5/06/2019	\$ 2,982.80
Norman Waterhouse Lawyers Pty	Manager Community Safety	General advice	6/06/2019	\$ 610.20
Kelley Jones Lawyers	Manager Community Safety	General advice	7/06/2019	\$ 488.86
Kelley Jones Lawyers	Manager Community Safety	Compliance matter - enforcement	7/06/2019	\$ 97.77
Kelley Jones Lawyers	Manager People & Information	General advice	7/06/2019	\$ 224.30
Kelley Jones Lawyers	Director Corporate & City Services	Post Election EM training	7/06/2019	\$ 448.60
Kelley Jones Lawyers	Director Corporate & City Services	Governance advice	7/06/2019	\$ 552.13
Kelley Jones Lawyers	CEO	Governance advice	7/06/2019	\$ 86.27
Kelley Jones Lawyers	Director Corporate & City Services	Governance advice	7/06/2019	\$ 86.27
Kelley Jones Lawyers	Manager Development Services	Compliance matter - enforcement	7/06/2019	\$ 1,029.45
Kelley Jones Lawyers	Manager Development Services	Compliance matter	7/06/2019	\$ 1,089.91
Mellor Olsson Lawyers	Manager Property & Commercial	Commercial arrangements	19/06/2019	\$ 1,372.75
Norman Waterhouse Lawyers Pty	Manager Development Services	Development matter	24/06/2019	\$ 3,900.00
Mellor Olsson Lawyers	Manager Property & Commercial	Commercial lease arrangements	25/06/2019	\$ 320.00
Norman Waterhouse Lawyers Pty	Director Corporate & City Services	Governance advice	26/06/2019	\$ 2,500.00
Norman Waterhouse Lawyers Pty	Manager Development Services	Development matter	26/06/2019	\$ 5,660.60
Norman Waterhouse Lawyers Pty	Manager Development Services	Compliance matter - enforcement	26/06/2019	\$ 130.40
Norman Waterhouse Lawyers Pty	Manager Development Services	Planning matter	26/06/2019	\$ 1,499.60
Norman Waterhouse Lawyers Pty	Manager Development Services	Planning matter	26/06/2019	\$ 88.20
Norman Waterhouse Lawyers Pty	Manager Development Services	Planning matter	26/06/2019	\$ 5,257.50
Norman Waterhouse Lawyers Pty	Manager Development Services	LMA advice	26/06/2019	\$ 5,401.45
Norman Waterhouse Lawyers Pty	Manager Development Services	Development matter	26/06/2019	\$ 4,771.30
Norman Waterhouse Lawyers Pty	Manager Development Services	LMA advice	26/06/2019	\$ 4,368.70
Norman Waterhouse Lawyers Pty	Manager Development Services	Compliance matter - enforcement	26/06/2019	\$ 293.40
Norman Waterhouse Lawyers Pty	Manager Development Services	Planning matter	26/06/2019	\$ 1,820.20
Norman Waterhouse Lawyers Pty	Manager Development Services	Compliance matter - enforcement	26/06/2019	\$ 7,360.20
Norman Waterhouse Lawyers Pty	Manager Property & Commercial	Commercial arrangements	26/06/2019	\$ 301.30
Norman Waterhouse Lawyers Pty	Manager People & Information	General advice	26/06/2019	\$ 338.40
Norman Waterhouse Lawyers Pty	Manager Development Services	General advice	26/06/2019	\$ 326.00
Norman Waterhouse Lawyers Pty	Manager Development Services	General advice	26/06/2019	\$ 4,167.60
Norman Waterhouse Lawyers Pty	Manager Development Services	Compliance matter - enforcement	26/06/2019	\$ 507.60

Legal Provider	Requestor	Summary of Advice	Invoice Date	Individual Transaction Amount
Norman Waterhouse Lawyers Pty	Manager Development Services	Compliance matter - enforcement	26/06/2019	\$ 358.60
Norman Waterhouse Lawyers Pty	Manager Development Services	Development matter	26/06/2019	\$ 1,861.20
Norman Waterhouse Lawyers Pty	Manager Development Services	Planning matter	26/06/2019	\$ 761.40
Norman Waterhouse Lawyers Pty	Director Corporate & City Services	Governance advice	26/06/2019	\$ 4,000.00
Norman Waterhouse Lawyers Pty	Director Corporate & City Services	Prosecution	26/06/2019	\$ 1,099.80
Minter Ellison	Manager Assets & Technical Services	Easement advice	28/06/2019	\$ 419.75
Kelley Jones Lawyers	Manager Community Safety	Compliance matter - enforcement	30/06/2019	\$ 65.18
Kelley Jones Lawyers	Manager Development Services	Compliance matter - enforcement	30/06/2019	\$ 747.66
Kelley Jones Lawyers	Manager Development Services	Compliance matter - enforcement	30/06/2019	\$ 749.91
Kelley Jones Lawyers	Manager Property & Commercial	General advice	30/06/2019	\$ 710.29
Kelley Jones Lawyers	Director Corporate & City Services	General advice	30/06/2019	\$ 258.82
Kelley Jones Lawyers	Director Corporate & City Services	General advice	30/06/2019	\$ 474.49
Kelley Jones Lawyers	Director Corporate & City Services	General advice	30/06/2019	\$ 129.41
Kelley Jones Lawyers	Manager Community Safety	General advice	30/06/2019	\$ 293.33
Kelley Jones Lawyers	Director Corporate & City Services	Governance advice	30/06/2019	\$ 948.98
Kelley Jones Lawyers	Director Corporate & City Services	Governance advice	30/06/2019	\$ 647.02
Kelley Jones Lawyers	CEO	Governance advice	30/06/2019	\$ 2,993.59
Kelley Jones Lawyers	Director Corporate & City Services	Post Election EM training	30/06/2019	\$ 112.15

9.3 Section 270 Review – Installation of Traffic Calming Devices on Riviera Road

This is a regular or standard report.

Director: Alison Hancock, Director Corporate & City Services

Contact Number: 8384 0666

Attachments:

1. Internal Review Report - Installation of Traffic Calming Devices on Riviera Road (20 pages)
2. Appendices to Internal Review Report (373 pages – provided under separate cover)
3. Internal Review of Council Decisions (s270) Procedure (12 pages)

1. Purpose

The purpose of this report is to provide Council with the outcome of the Internal Review undertaken by an External Reviewer relating to a request for internal review of a Council decision, made by a resident in relation to traffic calming on Riviera Road.

As the Decision under review was made by the Council, it is for the Council to consider and determine whether to affirm, vary or revoke the Decision of 20 March 2018.

2. Recommendations

1. **That Council receives the Internal Review Report - Installation of Traffic Calming Devices on Riviera Road as provided in attachment 1 to the agenda report.**
2. **That Council receives and notes the written submissions from the Applicant in response to the Internal Review Report as provided under separate cover as attachment 2 to the agenda report.**
3. **That, having regard to the Internal Review Report and its conclusions, Council determines the process undertaken in making its decision on 20 March 2018:**

- **was appropriate and in doing so affirms the Council's decision of 20 March 2018**

OR

- **was deficient and therefore varies its decision of 20 March 2018 for the following reasons:**

[list errors / compelling grounds]

OR

- **was deficient and therefore revokes its decision of 20 March 2018 for the following reasons:**

[list errors / compelling grounds]

and

Determines that its decision in this matter is that Council:

[replacement decision]

4. That the Applicant is informed of Council's decision in this matter and of any further review rights that may be available to the Applicant.

3. Background

Council has received from a resident (the Applicant) a request under Section 270 of the *Local Government Act 1999* (the Act) for a review of the Council's decision made on 20 March 2018 regarding the installation of traffic calming devices on Riviera Road, Sellicks Beach.

Decision under review

The decision under review is the decision made by the Council at its [meeting of 20 March 2018](#) (the Decision):

1. *That the agenda report be noted.*
2. *That Council determine that traffic calming devices or other interventions are not required at this time on Riviera Road.*
3. *That the head petitioner be notified of Council's decision.*

Other relevant Council meetings, decisions and previous review

At its [meeting of 30 January 2018](#) Council considered a receiving report for a petition requesting Council to implement traffic calming measures on Riviera Road to reduce traffic speeds encourage better distribution of traffic through Lurline Boulevard, Sellicks Road and Just Road.

At that meeting Council resolved as follows:

1. *That the petition be received.*
2. *That council staff do a report to be presented by March 2018 on road calming systems on Riviera Road, Sellicks Beach and their associated costs.*
3. *That the head petitioner be notified of Council's decision.*

A report was presented to the Council [meeting of 20 March 2018](#) for consideration and Council made the Decision which is the subject of this report.

The Applicant has been dissatisfied with the Decision. In July 2018 the Applicant requested a review of the Decision on the basis that the information and data used or omitted from the March 2018 Council Report *'misled Councillors into the belief that the volume of traffic was not an issue and that the costs associated with calming would be excessive'*.

That review concluded that the March 2018 Council Report was fair and accurate and the Applicant was advised of this in August 2018.

The Applicant continued to express concerns and consequently a further traffic survey was conducted in late September 2018.

On 19 November 2018 Council wrote to the Applicant advising that, despite the new traffic data, further intervention was not warranted. The Applicant continues to be dissatisfied and has requested a further review of the Decision.

Review process

In accordance with Council's Internal Review of Council Decisions (s270) Administrative Procedure (**Attachment 3**); where a decision under review was made by the Council, the reviewer will be an external person or body who will

report the outcome of the review to the Council. The Council will then consider the outcome of the review and determine whether to affirm, vary or revoke the reviewed decision.

Ms Felice D'Agostino of Norman Waterhouse Lawyers was appointed as the External Reviewer to undertake this review and provide a report back to Council.

As the Decision under review was made by the Council, this matter has been brought back to Council for consideration and to determine whether to affirm, vary or revoke the Decision.

4. Financial Implications

Costs will be incurred if the Council revokes its decision of 20 March 2018 and decide that traffic calming devices should be installed.

Costs associated with undertaking this Section 270 review were \$3,000 (ex GST) plus internal administration time.

5. Risk and Opportunity Management

Risk	
Identify	Mitigation
Ineffective escalated complaint handling	Council has a three tier approach to complaint handling with formal complaints (tier 3) referred to Corporate Governance for preliminary assessment.

Opportunity	
Identify	Maximising the opportunity
An internal review is an opportunity to reconsider all the evidence relied on for the original decision as well as any new evidence.	Reviews provide an opportunity to identify potential improvements for council's services , policies and practices.

6. Additional information

Under section 270 of the Act, any person is entitled to ask for a review of a decision made by the Council, its employee or other person(s) acting on behalf of the Council. This is referred to as a Section 270 Internal Review.

An Internal Review does not look at whether the decision is a good or bad one. It is more about whether the Council followed its policies and procedures and gave due consideration to the information available at the time the decision was made.

The Ombudsman has previously confirmed that an Internal Review also requires Council to consider the merits of the decision under review.

A merits review requires all aspects of a decision to be reviewed and a determination to be made as to the correct and preferable decision. In doing so the Council ought to reconsider all the information it considered in making the original decision from a fresh perspective as well as any new information to determine the best and preferable decision. This may result in the Council affirming, varying or setting aside the original decision.

The External Reviewer is required to give consideration to the following:

- legislative powers under which the decision is made
- only matters relevant to the decision
- the decision is made in good faith and not for any improper purpose
- that findings of fact are based on evidence
- the decision is reasonable
- procedural fairness is accorded to all parties
- the application and effect of Council policies.

Ms D'Agostino has now concluded her review and investigation and provided the Internal Review Report (**Attachment 1**) to Council on the findings. The appendices in the Internal Review Report have been provided under a separate cover (**Attachment 2**) due to their size.

Findings of the Investigation

Having taken into account all the information, as set out in the Internal Review Report, Ms D'Agostino is of the view that the Council's decision of 20 March 2018 is the best or preferable decision.

Submission from Applicant

Ms D'Agostino wrote to the Applicant on 8 July 2019 and provided him with a copy of the preliminary report. The Applicant submitted a response which has been included in the Internal Review Report (Appendix C of **Attachment 2**).

Next steps for Council as the Reviewer

As the Reviewer, Council must determine whether procedural requirements were followed and whether the best and preferable decision was made in the circumstances.

Council may, having considered the information submitted by the Applicant, the Internal Review Report and the conclusion in the report, affirm, vary or set aside the decision made by the Council on 20 March 2018.

It should be noted that the Applicant has the right to lodge a complaint with the Ombudsman should the Applicant be dissatisfied with the outcome of the review.

Attachment 1 – Internal Review Report by Norman Waterhouse Lawyers
(excluding Appendices)

CITY OF ONKAPARINGA

**SECTION 270 REVIEW
FINAL REPORT**

**MATTER OF THE INSTALLATION OF TRAFFIC
CALMING DEVICES ON RIVIERA ROAD**

**Felice D'Agostino
Norman Waterhouse Lawyers**

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1. **SECTION 270 APPLICATION**

- 1.1 The Council has received from Mr Atholl Bonner (**the Applicant**) a request pursuant to Section 270 of the *Local Government Act 1999* (**the Act**) for a review of the Council's decision made at its meeting of 20 March 2018 regarding the installation of traffic calming devices on Riviera Road, Sellicks Beach. A copy of the Applicant's request is attached at Appendix A (**the Review Application**).
- 1.2 The Council has engaged Norman Waterhouse to assist it with its consideration and determination of the Review Application.

2. **SECTION 270 LOCAL GOVERNMENT ACT 1999**

- 2.1 Section 270 of the Act requires the Council to, amongst other things, establish procedures for the review of decisions of the Council, employees of the Council and other persons acting on behalf of the Council.
- 2.2 The then Ombudsman stated in 2011:
- 'Internal review is a key accountability mechanism for local government. It enables people to test the merits of decisions that affect them.'*¹
- 2.3 The current Ombudsman has confirmed that Section 270 of the Act requires councils to consider the merits of the decision under review².
- 2.4 A merits review requires all aspects of a decision to be reviewed and a determination to be made as to the correct and preferable decision. All the evidence is considered as well as any new evidence.
- 2.5 Accordingly, a review of a decision under Section 270 of the Act encompasses a review of the legality of the decision as well as whether the decision was the best or preferable decision.
- 2.6 In reviewing the merits of a decision, the Council ought to reconsider all the information that it considered in making the original decision from a fresh perspective as well as any new information to determine the best or preferable

¹ Valuing Complaints: An Audit of Complaint Handling in South Australian Councils, November 2011, page 61.

² Right of Review: An Audit of Local Government Internal Review of Council Decisions Procedure, November 2016, page 44.

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decision. This may result in the Council affirming, varying or setting aside the original decision.

3. **DECISION**

- 3.1 At its meeting of 20 March 2018, the Council considered an officer report providing an update response to a petition to the Council to install traffic calming devices on Riviera Road, Sellicks Beach (**the March 2018 Report**).
- 3.2 The decision the subject of the Review Application is the following decision made by the Council at its meeting of 20 March 2018:

- '(1) That the agenda report be noted.*
- (2) That Council determine that traffic calming devices or other interventions are not required at this time on Riviera Road.*
- (3) That the lead petitioner be notified of Council's decision.'*

(referred to in this report as **the Decision**).

4. **BACKGROUND**

4.1 **Other Relevant Council Meetings and Decisions**

- 4.1.1 At its meeting of 30 January 2018, the Council considered a receiving report for a petition requesting the Council:

'Implement traffic calming measures on Riviera Road, such as speed humps, to reduce traffic speeds and encourage a better distribution of traffic through the road network by using Lurline Boulevard, Sellicks Beach Road and Just Road. This hazard needs to be urgently addressed by Council as it is an accident waiting to happen.'

- 4.1.2 At the Council meeting of 30 January 2018, the Council resolved as follows:

- '1. That the petition be received.*
- 2. That Council staff do a report to be presented by March 2018 on road calming systems on Riviera Road, Sellicks Beach and their associated costs.*

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3. *That the lead petitioner be notified of Council's decision.'*

4.2 Previous Review

4.2.1 The Applicant has previously sought a review of the Decision on the basis that the March 2018 Report *'mislead councillors into the belief that the volume of traffic was not an issue and that the costs associated with the calming would be disproportionate and excessive for the location ...'*³ Consideration was given to the Applicant's assertions and the Applicant was advised in August 2018 that the review concluded that the March 2018 Report was fair and accurate.

4.2.2 This report examines the legality and merits of the Decision.

4.3 Relevant Council Documents and Information

4.3.1 Road Network Plan 2016 - 2021

4.3.1.1 The Council's Road Network Plan (**RNP**) states it is the Council's *'... leading road management document which outlines our road hierarchy and functional road networks ... The RNP is used to inform service standards and service levels of our road infrastructure assets through the application of road hierarchy cross sections. It also includes an action plan identifying network deficiencies, proposed council/state government upgrades and an improvement plan.'*

4.3.1.2 The RNP states it has the following objectives:

- '• A tool for prioritising infrastructure upgrades.*
- A decision making tool for the road network for Council staff and developers.*
- Identify and address deficiencies with the City of Onkaparinga road network.'*

4.3.2 Relatively, the RNP provides:

³ Email from Applicant to Council dated 29 June 2018.

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*'If one road is treated (eg with speed humps for speeding issues) the treated road becomes less desirable as a traffic route. Surrounding roads that are often used for low traffic counts, can then find a sharp increase as they become a more attractive alternative route. Speeding cars and increased traffic volume could then become an issue on these alternative routes. As an overall principle, traffic issues should be treated and not relocated to other locations.'*⁴

...

....., the guidelines for managing traffic and transport needs on the local street and network can be summarised into a number of key principles:

- *Road safety is paramount – this includes the reduction in crashes, improving locations identified as hazards that may potentially lead to future crashes, as well as the reduction of risk factors such as traffic speeds and volumes.*
- *Manage streets based on their desired use – this requires the use of the road to be defined in accordance with the RNP. Consideration needs to be given to the associated land uses in the street.*
- *Problems should be treated, not relocated onto other streets – this requires studies to extend over the area where traffic behaviour is contained.*
- *Consideration to be given to all road users – this includes public transport, cyclists and pedestrian movement throughout the local area.*
- *Inappropriate use of streets – for example freight vehicles using residential streets, parking and traffic congestion associated with major traffic generators intruding into residential areas and inappropriate high traffic volumes.*
- *Link to other improvement programs – this relates to the linking*

⁴ Page 46 RNP.

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any improvements to local streets with other programs that may be occurring concurrently including road reconstruction programs or urban regeneration projects by Housing SA or Renewal SA.'

5. LEGISLATIVE PROVISIONS

5.1 Principles to be observed by a Council

5.1.1 Section 8 of the Act provides as follows:

'A council must act to uphold and promote observance of the following principles in the performance of its roles and functions -

- (a) provide open, responsive and accountable government;*
- (b) be responsive to the needs, interests and aspirations of individuals and groups within its community;*
- (c) participate with other councils, and with State and national governments, in setting public policy and achieving regional, State and national objectives;*
- (d) give due weight, in all its plans, policies and activities, to regional, State and national objectives and strategies concerning the economic, social, physical and environmental development and management of the community;*
- (e) seek to co-ordinate with State and national government in the planning and delivery of services in which those governments have an interest;*
- (ea) seek to collaborate and form partnerships with other councils and regional bodies for the purposes of delivering cost-effective services (while avoiding cost shifting among councils), integrated planning, maintaining local representation of communities and facilitating community benefit;*
- (f) seek to facilitate sustainable development and the protection of the environment and to ensure a proper balance within its community between economic, social, environmental and cultural considerations;*

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- (g) *manage its operations and affairs in a manner that emphasises the importance of service to the community;*
- (h) *seek to ensure that council resources are used fairly, effectively and efficiently;*
- (i) *seek to provide services, facilities and programs that are adequate and appropriate and seek to ensure equitable access to its services, facilities and programs;*
- (j) *achieve and maintain standards of good public administration;*
- (k) *ensure the sustainability of the council's long-term financial performance and position.'*

6. REVIEW - PROCESS

6.1 Process of Review

- 6.1.1 Clause 5 of the Council's Internal review of Council Decisions (Section 270) Procedure (**the Procedure**) provides:

'Decisions of the council, employees of the council'; and other persons acting on behalf of the council, may be subject to review under this procedure. The nature of this review is a merits review which could lead to the original decision being affirmed, varied or revoked.'

- 6.1.2 Clause 7.1 of the Procedure provides:

'The elected Council will be the reviewer:

- *when the decision being reviewed was made by a Council committee or the CEO;*
- *when the decision relates to civic and ceremonial matters; and*
- *in other circumstances as determined by the CEO or resolution of the Council.'*

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Where the decision is a decision of the elected Council, the reviewer will be an external person or body who will report the outcome of the review to the Council. The Council will consider the outcome of the review and determine whether to affirm, vary or revoke the reviewed decision.

- 6.1.3 Our engagement is limited to, in accordance with the Procedure, considering the legality and merits of the Decision and preparing a report to assist the Council to make a decision in relation to the Review Application.
- 6.1.4 The Applicant was invited to submit additional information or material to be considered. A copy of the information so submitted is attached at Appendix B.
- 6.1.5 We prepared a preliminary report which was provided to the Applicant. The Applicant submitted a response which is attached at Appendix C.

6.2 Documents and Information Considered

- 6.2.1 We considered the following documents and information:
 - 6.2.1.1 the Procedure;
 - 6.2.1.2 the Review Application;
 - 6.2.1.3 Council officer report titled 'Update – Petition Request for Traffic Calming Measures Riviera Road, Sellicks Beach' for Item 9.2 of the Council Meeting of 20 March 2018;
 - 6.2.1.4 extract of minutes of Council meeting of 20 March 2018 in relation to Item 9.2;
 - 6.2.1.5 Council officer report titled 'Petition – Request for Traffic Calming Measures Riviera Road, Sellicks Beach' for Item 13.4 of the Council Meeting of 30 January 2018;
 - 6.2.1.6 extract of minutes of Council meeting of 30 January 2018 in relation to Item 13.4;

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- 6.2.1.7 additional information submitted by Applicant (appearing at Appendix B);
 - 6.2.1.8 City of Onkaparinga Road Network Plan 2016 – 2021;
 - 6.2.1.9 Information provided by Mr Heath Newberry, Road Network Planner at our request which information is identified in this report as having been provided by Mr Newberry;
 - 6.2.1.10 submissions of the Applicant to the preliminary report (attached at Appendix C).
- 6.2.2 The Council provided documentary information however we have not separately listed that information as where we have taken into account such information provided by the Council this information was also included in the information submitted by the Applicant.

7. REVIEW - SUBMISSIONS

7.1 Applicant Submissions

- 7.1.1 The Applicant makes the following submissions as part of the Review Application:

- 7.1.1.1 *'... the petitioner's proposition (is) that through traffic on Riviera Road needs to be managed to avoid the cumulative volume exceeding 1,000 vpd at the upper end of Tangier.'*⁵

This, combined with informal nature of Riviera Road and proximity to community facilities should be enough to have Council intervene with a cost effective treatment to reduce through traffic. It would be a shame to waste Council funds into road upgrades to cope with through traffic rather than direct traffic to Lurline Boulevard, built for the purpose. Further, we really do not want to see the loss of semi rural amenity offered adjacent to the reserve with investment in suburbanisation that is inappropriate for the old survey area.'

- 7.1.1.2 *'The most recent traffic count confirms through traffic from Riviera Road results in traffic volumes on Tangier Boulevard*

⁵ Email from Applicant to Council dated 14 January 2019.

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exceeding the 1,000 per day considered acceptable for such a street.

...

Council Road Network Plan Policy confirms 'Local Streets' should be 'generally less than 1,000 per day'. The connection Council made from Riviera to Midford in 2004, is causing a peak of almost 1,200 per day at the top of Tangier. Meanwhile less than 400 vehicles per day from the new development uses the Lurline Boulevard to access the suburbs main distributor road network – Sellicks Beach Road and Justs Road (to be recategorised).⁶

7.1.1.3 *'... it is the new traffic count undertaken in October 2018 that triggers the request for a further review of ... (the) ... decision. Had that data been presented to Council in March 2018 a different decision may have been arrived at, the traffic from Riviera Road is contributing to traffic volumes on Tangier Boulevard, that exceed those generally deemed acceptable for local streets – 1,000 vpd ... given the connection Council allowed from the new development area in the early 2000's, greater volume of traffic is favouring this back street shortcut along an insubstantial rural road, requiring constant repair and upgrade of which would diminish the amenity of the coastal reserve character, and indeed exacerbate the unsafe traffic pressure adjacent to the community facilities.'⁷*

7.1.2 Our summary of the Applicant's submissions are:

- a) Due to the volume of traffic on Riviera Road it requires constant repairs;
- b) Riviera Road is inadequate to carry the volume of traffic;

⁶ Email from Applicant to Council dated 21 January 2019.

⁷ Email from Applicant to Council dated 6 March 2019.

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- c) Traffic should be directed to Lurline Boulevard which is made for the purpose of traffic accessing the main distributor road – Sellicks Beach Road and is currently under-utilised;
- d) The traffic volumes on Riviera Road results in the traffic on Tangier Boulevard exceeding 1,000 average vehicles per day (vpd);
- e) Simple cost effective traffic calming measures could be used to reduce traffic on Riviera Road;
- f) The continued use of Riviera Road as a short-cut would result in the loss of the semi-rural coastal characteristics of the area.

7.1.3 It would appear the Applicant is concerned with the amenity of the area in which Riviera Road is located and the loss, in the Applicant's opinion, of the semi-rural characteristics of the area from the traffic on Riviera Road. This is borne out from the Applicant's stance on upgrades to Riviera Road.⁸

7.1.4 The Applicant's submissions on the preliminary report reinforce the Applicant's view and the Applicant states:

'My chief assertion is that Councillors were misled in March 2018 through the officer's report presentation of incomplete data, that led to an uninformed decision for no further action.'

8. REVIEW – ANALYSIS

8.1 Legislative Requirements

- 8.1.1 There are no specific legislative requirements that apply to the subject matter of the Decision.
- 8.1.2 The principles in Section 8 of the Act are relevant considerations.
- 8.1.3 There is no information that the Decision was not made at a lawfully convened meeting of the Council at which a quorum of members of the Council were present. In our opinion based on the information

⁸ See for example, emails from the Applicant to the Council dated 16 November 2017, 13 July 2017, 14 August 2017, 14 January 2019, 17 September 2018 and the Review Application.

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provided to us as set out in this report, the Decision is a lawful decision of the Council.

- 8.1.4 We have had regard to the principles in Section 8 of the Act and consider the following provisions in Section 8 are particularly relevant to the Decision:

'....

- (b) be responsive to the needs, interests and aspirations of individuals and groups within its community;*
- (g) manage its operations and affairs in a manner that emphasises the importance of service to the community;*
- (h) seek to ensure that council resources are used fairly, effectively and efficiently;*
- (i) seek to provide services, facilities and programs that are adequate and appropriate and seek to ensure equitable access to its services, facilities and programs;*
- (j) achieve and maintain standards of good public administration;'*

8.2 Review Application – Previous Council Responses

- 8.2.1 The Council has acknowledged that it is arguable *'that Lurline Boulevard traffic is using the Riviera Road route as a shortcut ...'*⁹ and the Applicant notes this previous acknowledgement.

- 8.2.2 The traffic counts undertaken on Riviera Road in October 2017 and October 2018 are relied on by the Council to respond to and refute the Applicant's submission that traffic should be directed to Lurline Boulevard. In particular the following response, amongst others, has previously been provided to the Applicant:

'.. The updated traffic counts confirm that the volumes currently experienced through this road corridor, as reflected in the recent counts, are reasonable and typical for a local street

⁹ Email to Applicant from Council dated 1 November 2017.

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network, and....do not warrant the installation of any traffic management devices.

Our Road Network Plan 2016-2021 outlines the general traffic attributes used to determine the appropriate classification of a road, whereby local roads generally would experience traffic volumes of less than 1000 vehicles per day. We do recognise that a small portion of Tangier Boulevard (eastern end) would experience traffic volumes slightly greater than 1000 vpd, however this is not sufficient for us to consider reviewing the classification of this road corridor.¹⁰

- 8.2.3 A variety of traffic calming devices have been considered by the Council and discounted.¹¹ The traffic calming devices that have been considered were of significant cost. Other traffic calming measures suggested by the Applicant were also considered¹²

9. MERITS ASSESSMENT

- 9.1 We acknowledge the Applicant's previously expressed view that '*...vpd numbers should not be an end in itself..*'. We agree that traffic counts are not necessarily determinative of the appropriateness of a particular road network. However we also consider that objective assessments such as traffic counts ought not to be readily ignored. Therefore, in our view, it is appropriate to place weight on traffic counts unless other evidence suggests that it is inappropriate to do so.
- 9.2 We also consider it appropriate and necessary for the advice of the Council's expert staff to be given due consideration and regard. This does not mean that the Applicant's observations and views ought to be discounted. However Council staff are employed to provide expert, professional advice based on their skills and experience. Council staff have been clear about their professional views regarding Riviera Road.
- 9.3 We have considered the Applicant's submissions and our assessment of those submissions are set out below.

¹⁰ Email from the Council to the Applicant dated 19 November 2018

¹¹ See March 2018 Report.

¹² Emails from Council to Applicant dated 13 April 2018 and 18 April 2018

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9.3.1 Condition and suitability of Riviera Road

- 9.3.1.1 The Applicant submits that due to the volume of traffic on Riviera Road it requires constant repairs to Riviera Road and further that Riviera Road is inadequate to carry the volume of traffic that it carries. These two submissions are similar and can in our view be considered together.
- 9.3.1.2 The Council's Road Network Planner has provided information regarding the maintenance undertaken on Riviera Road over the past 12 months and has advised that the maintenance to Riviera Road is not excessive when compared to other local roads. There have been 8 occasions when Riviera Road has been inspected and had maintenance undertaken to it. There is no reason not to accept the information that the maintenance to Riviera Road is consistent with maintenance for other local roads.
- 9.3.1.3 The traffic counts in October 2017 and October 2018 were virtually identical with counts of 494 and 495 vpd respectively. The RNP provides that local roads generally experience traffic volumes of less than 1000 vpd. We also note that the traffic counts did not reveal any speeding issues.
- 9.3.1.4 We cannot agree with the Applicant that Riviera Road requires excessive maintenance or that it is not suitable to carry the amount of traffic identified by the two traffic counts undertaken by the Council. We note that the Applicant has accepted previously that Riviera Road is '*designated suitable for local traffic volumes*' and '*within that considered acceptable for local streets, albeit a basic rural style of road*'.¹³

9.3.2 Lurline Boulevard

- 9.3.2.1 The Applicant submits that Lurline Boulevard is underutilised at the expense of the over-utilisation of Riviera Road and

¹³ Emails from Applicant to Cr Wainwright dated 13 July 2017, 20 September 2017

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further that Lurline Boulevard is a more appropriate road to be utilised. The Applicant submits that the traffic on this road network is inequitable. In our view, whilst Lurline Boulevard may be an underutilised road we can not overlook the traffic volumes on Riviera Road. Irrespective of any under-utilisation of Lurline Boulevard, the fact remains that the traffic volume and speeds for Riviera Road do not warrant intervention to divert traffic from Riviera Road to Lurline Boulevard.

9.4 **Tangier Boulevard**

9.4.1 The Applicant submits that the traffic on Riviera Road is contributing to the traffic volumes on Tangier Boulevard. The traffic counts conducted in October 2018 revealed that at 1 Tangier Boulevard (being near Justs Road) there are 1072 vpd and at 33 Tangier Boulevard (being just before the bend in the Tangier Road at Plaza Avenue) there are 530 vpd. There is therefore a difference in traffic at one end of Tangier Boulevard compared to the other end. Noticeably the end of Tangier Boulevard closest to Riviera experiences less traffic than the other end of Tangier Boulevard. In our view it is a reasonable proposition that the traffic volumes at 1 Tangier Boulevard are impacted not only by traffic from Riviera Road but also by traffic from roads that intersect with Tangier Boulevard as well traffic from properties on Tangier Boulevard. We cannot be certain how much traffic from Riviera Road makes up the vpd on Tangier Boulevard but the difference in traffic accounts at either end of Tangier Boulevard would suggest other factors (including traffic from Riviera Road) are likely contributing to the traffic volumes on Tangier Boulevard.

9.4.2 We note the latest traffic count indicated the traffic at 33 Tangier Boulevard to be 1,072 vpd. The Council has advised that *'...a small portion of Tangier Boulevard (eastern end) would experience traffic volumes slightly greater than 1000 vpd, however this is not sufficient for us to consider reviewing the classification of this road corridor.'*¹⁴

¹⁴ Email from Council to Applicant dated 19 November 2018

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We tend to agree that the 1072 vpd for a portion of Tangier Boulevard would not warrant intervention to Riviera Road.

- 9.4.3 Whilst the vpd count on Tangier Boulevard is slightly higher than the traffic volumes attributes for local roads in the RNP, the vpd for Riviera Road is well within the traffic volume for local roads in the RNP.

9.5 Simple, Cost Effective Traffic Calming Measures

- 9.5.1 A number of traffic calming measures have been considered. The Applicant may consider that simpler and/or more cost effective calming solutions are available, however irrespective of the simplicity or cost of traffic calming measures, ultimately whether such measures should be employed must come down to necessity. We do not consider traffic intervention to Riviera Road is necessary.

9.6 Loss of the Semi-rural Coastal Characteristics of the Area

- 9.6.1 The Applicant appears to consider loss of amenity as an issue arising from the traffic volumes on Riviera Road.
- 9.6.2 As discussed above the available information is that Riviera Road is suitable and capable to take the current traffic volumes.

9.7 Misleading/incorrect Information

- 9.7.1 Whilst we offer no view as to the Applicant's submission that in March 2018 Councillors were mislead due to 'incomplete data', this review provides the Council with the opportunity to review the Decision and consider this matter afresh.

10. CONCLUSION

- 10.1 In our view, taking into account all the information as set out in this report the Decision is the best or preferable decision.

11. RECOMMENDATIONS

- 11.1 That the Council
- 11.1.1 reconsider all the information before it at the time it made the Decision;

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- 11.1.2 consider the information submitted by the Applicant, this report and the conclusion in this report; and
- 11.1.3 determine whether to affirm, vary or revoke the Decision.

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Appendix A

(provided under separate cover)

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Appendix B

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Appendix C

(provided under separate cover)

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Attachment 2 – Appendices to Internal Review Report
(provided under separate cover)



Internal review of council decisions (s270) Administrative Procedure

Internal review of council decisions (s270) procedure

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Internal review of council decisions (s270) Administrative Procedure

1 Administrative procedure purpose *Legislative obligation s270(1)*

The purpose of this procedure is to specifically address the manner in which requests for a review of a decision of council pursuant to section 270 of the Local Government Act 1999 will be dealt with. The aim is to ensure a fair, consistent and structured process for any party dissatisfied with a decision which has been made by the Council, its employees or persons acting on behalf of the council.

We are an organisation committed to being a Council of excellence; reviewing service efficiency, effectiveness and compliance with laws and becoming an actively learning organisation. The Chief Executive Officer and Directors have made this commitment explicit through our organisational values and guide the behaviours of all staff.

It is acknowledged that any legislative requirement which affects Council will take precedence over Council's policies and procedures.

2 Scope

This procedure applies to all council officers who may be involved in, or receive, an application for review of a council decision. It will apply when matters have not been able to be resolved satisfactorily and commences at the point where:

- a formal request for the review of a decision is received, or
- informal processes have not achieved an acceptable outcome and it is escalated to a Tier 3 complaint.

This procedure is designed to ensure that:

- an unbiased assessment is undertaken
- decisions are based on sound evidence
- each applicant receives information about the outcome of the review.

This procedure will not apply when an alternative statutory process for review exists particularly if the applicant is already using that process.

Definitions

Alternative Dispute Resolution	means mediation, conciliation or neutral evaluation as set out in section 271 of the <i>Local Government Act 1999</i> .
Applicant	means the person lodging the request for review.
Business Day	means a day when the council is normally open for business, i.e. Monday to Friday, excluding public holidays.
Complainant	means the person lodging the request for review
Council	means the City of Onkaparinga
Decision	means a position adopted by Council or its employees. It will generally be reached after consideration of relevant information.
Decision-maker	means the individual or entity responsible for the decision under review.
Employee	means a person employed directly by the council in a full time, part time or casual capacity (whether that position is permanent or contractual) and persons providing services to, or on behalf of, the council even though they may be employed by another party.
Frivolous	means a complaint which:

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Internal review of council decisions (s270) Administrative Procedure

	<ul style="list-style-type: none"> cannot be successfully argued because it is based on inaccurate facts, an error in law or outdated practices, or has no reasonable prospect of success
Reviewer	means the individual or entity responsible for undertaking the review.
Trivial	means a complaint of little or no importance, where the Reviewer considers it unreasonable to dedicate resources to an investigation of the matter
Vexatious applicant	means Complainant who has consistently, over a period of time, complained about minor matters or the same matter, which have previously been dealt with and no new information has been provided by the applicant and/or is considered by the Reviewer to be mischievous, without sufficient grounds or serving only to cause annoyance or disrepute.

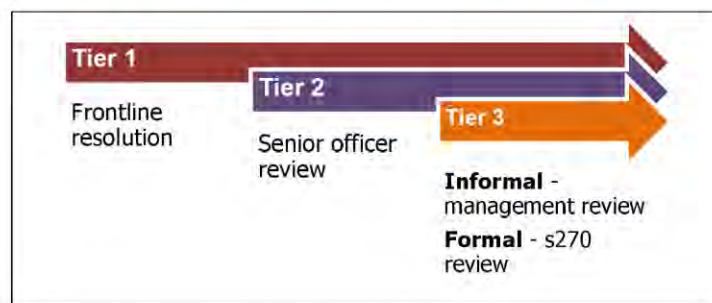
3 Key principles

Council will be guided by five policy principles which are fundamental to its complaint handling framework:

- **Fairness:** treating complainants fairly requires impartiality, confidentiality and transparency at all stages of the process
- **Accessibility:** to be accessible there must be broad public awareness about Council's policy and a range of contact options
- **Responsiveness:** this will be achieved by providing sufficient resources, well trained staff and review and improvement of the systems
- **Efficiency:** complaints will be resolved as quickly as possible, while ensuring that they are dealt with at a level that reflects their level of complexity
- **Integration** of different areas of council where the complaint overlaps functional responsibilities.

4 Customer complaints

This procedure forms part of the council's Complaint handling procedure for employees. In summary, the council has a three-tier process for managing complaints.



Tier 1 Immediate response to resolve the complaint *(managed by frontline officers)*

All officers are empowered to handle complaints in the first instance and it is preferable that they are dealt with promptly at the initial point of contact and at the appropriate officer level. Dealing with a complaint at this level can include referral to another officer, a Team Leader or a Manager.

Tier 2 Complaint escalated to a more senior officer *(managed by T/L or manager)*

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A complaint will be directed to a more senior officer in the Council, where circumstances indicate that the complaint would be more appropriately handled at a higher level.

Tier 3 Internal review of a Council decision (managed by Corporate Governance)

Internal review of a Council decision will be in accordance with this procedure. This procedure enables council to reconsider all the evidence relied on to make the original decision and additional available evidence if relevant. This procedure is generally a last resort in the complaint handling process.

5 Decisions subject to review

Decisions of the council, employees of the council; and other persons acting on behalf of the council, may be subject to review under this procedure. The nature of this review is a merits review which could lead to the original decision being affirmed, varied or revoked. Not all actions by a council, employees of a Council or other person acting on behalf of a Council will be a decision. For example, actions taken during the process of decision-making (ie investigations, requests for further information, internal consideration of the matter or referral of the matter to an external adviser) are not decisions.

A decision is made when a matter, issue or query is actually determined. Once a matter, issue or query is determined, the decision may be susceptible to review in accordance with this procedure.

Some decisions made by the council, a council employee or on behalf of the council are subject to review or appeal processes set out in legislation. This procedure cannot override or operate inconsistently with these statutory processes.

Consequently where legislation provides for the review of, or appeal from, a type of decision, a decision of that type will not be reviewed under this procedure.

5.1 Alternate procedures

Some complaints may be more properly dealt with by another process for example:

- complaints against an **Elected Member** - refer to Director Corporate and City Services
- complaints against the **Chief Executive Officer** – refer to the Mayor who will follow the relevant procedures and seek guidance, if appropriate, from the Director Corporate and City Services
- external review processes under the *Freedom of Information Act 1991*
- Insurance claims - refer to Corporate Governance
- Decisions made under legislation such as the *Development Act 1993* have their own prescribed appeal procedures
- Objections to valuations made by a council - refer to Valuer-General office
- Appeals against orders made pursuant to section 254 of the *Local Government Act 1999*
- Appeals against the issuing of litter abatement notices under the *Local Nuisance and Litter Control Act 2016*
- Appeals against destruction and control orders issued under the *Dog and Cat Management Act 1995*

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Internal review of council decisions (s270) Administrative Procedure

Where legislation specifically excludes a type of decision from review either expressly or by necessary implication, this procedure cannot operate inconsistently with that legislation. Similarly, a review under this procedure could not vary or revoke a decision which has operative effect under legislation from the time the decision is made. For example, some development approvals under the *Development Act* are intended to have operative effect from the time the decision is made and are not capable of being varied or revoked by council.

Where legislation specifically provides for an internal review process, that process will apply rather than the process set out in this procedure. For example, internal review of a determination under the *Freedom of Information Act* or withdrawal of an expiation notice issued by the Council under section 16 of the *Expiation of Offences Act*.

Notwithstanding the above, matters that fall outside statutory appeal procedures may be considered for review under section 270, based on the merits of the individual application.

Council prefers to work with its customers to resolve requests for review; however, an applicant retains the right to seek other forms of resolution, such as contacting the Ombudsman, the Office of Public Integrity or taking legal action. Note that as a general rule, the Ombudsman prefers that matters be addressed by council in the first instance, unless this is not appropriate in the circumstances.

6 Operating procedure *Legislative obligation s270(2), (3)*

6.1 Informal process under complaint handling

Issues can arise about a range of matters during the course of council's day to day activities. Most complaints are initially made verbally by telephone or face-to-face to a council officer and some are made in writing. Elected Members may also receive complaints.

All complaints will be referred to the relevant council officer in the first instance (informal approach). Prompt action will generally result in the matter being resolved satisfactorily following normal departmental complaints procedures.

If the matter is not resolved then a formal application addressed to the Chief Executive Officer should be lodged in writing or by using the application form available on council's website.

6.2 Applying for a review

A person with a sufficient interest in a decision of the Council, a council employee or person acting on behalf of the council, may make a written application for a review of that decision for example, residents, ratepayers, members of a community group, users of council's facilities, and visitors to the area all have the right to lodge an application for review.

An application for review must be in writing and set out the reasons for applying for the review (that is, why the applicant believes that the decision is wrong). Although council can be expected to have information and material relevant to the matter

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Internal review of council decisions (s270) Administrative Procedure

under review, an application for review may also include new, relevant information or evidence to support the application.

This procedure does not negate an applicant's right to seek a review by the Ombudsman office, other legal appeal processes, or the Courts at any time during the complaint handling process.

There is no charge for making an application for review of a council decision.

6.3 Timeframe for lodging an application

Applications for the review of a decision must be lodged within six months of the decision in question being made. The Chief Executive Officer may choose to exercise their discretion and agree to accept an application outside of this time limit.

6.4 Applications for a review of the impact of rates or services charges

Legislative obligation 270(2)(ca).

If Council receives an application for a review of a decision concerning the financial impact of Council rates or services charges, these will be dealt with as a matter of priority. Where circumstances warrant, Council will consider financial relief or the granting of concessions in line with the provisions of the *Local Government Act 1999*.

The right of a council to recover rates is not suspended by an application for the provision of some form of relief or concession with respect to the payment of those rates (but a council may then, if appropriate in view of the outcome of the application, refund the whole or a part of any amount that has been paid).

Legislative obligation s270 (9)

6.5 Assisting with the application for review

It is essential that no one is excluded from lodging an application for review because of any difficulties they may have representing themselves. All officers are expected to offer assistance where appropriate and provide it on request, including assistance in documenting the reasons for the review in writing when circumstances warrant.

If necessary access to interpreters or advocates will be offered to ensure that an applicant is treated equitably.

6.6 Internal Review Contact Officer

An Internal Review Contact Officer (IRCO) will be assigned by the Chief Executive Officer from the Corporate Governance team to be the initial point of contact for applicants.

The IRCO will work in conjunction with an appropriately delegated officer to determine how the review will be handled.

The role of the IRCO is to:

- acknowledge receipt of an application within 5 business days and
- outline the timeframes involved and the action to be taken in the first instance
- seek further information as required

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Internal review of council decisions (s270) Administrative Procedure

- undertake a preliminary assessment to determine what actions have already been taken to try to resolve the matter
- consider if any alternative options are available to resolve the matter
- keep the applicant informed of progress
- maintain a register of all applications for review received and the outcomes of the applications
- report to Council at prescribed intervals on applications lodged for review.

6.7 Internal review timeframes

Council will use its best endeavours to ensure that a review of the original decision will be completed in a timely manner. For complex cases appropriate enquiries, assessment of the evidence, the drafting of a response and decision-making may several months to complete.

If the decision is to be reviewed by an external assessor, a Panel, the Council or a committee there may also be delays caused by meeting cycle timelines.

The applicant will be kept informed of progress in writing either by email or letter.

6.8 Council response to an application

The IRCO is responsible for:

- determining whether or not the decision is subject to review under this procedure
- working in conjunction with the appropriately delegated officer to determine how the review will be handled;
- advising the applicant of the process to be undertaken and the time of the next contact; and
- ensuring the application is properly lodged and assigned.

Council will use its best endeavours to ensure that a review of the decision will be completed within **21** business days. However if the decision is to be reviewed by the elected Council, a Council committee or an external investigator reporting to the elected Council or council committee, there may be delays caused by meeting cycle timelines. In more complex cases, a review may take longer.

The applicant will be kept informed of progress, either by email, letter or telephone.

6.9 Refusing an application *Legislative obligation s270(4)*

The Council is entitled under the *Local Government Act* to refuse to consider an application for review if:

- the application is made by an employee of the Council and relates to an issue concerning his or her employment or
- the decision was made greater than six months previously or
- it appears that the application is frivolous or vexatious or
- the applicant does not have a sufficient interest in the matter.

Refusing an application for review will not be done lightly and reasons for the refusal will be documented.

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Where a matter has been referred to the Local Government Association Mutual Liability Scheme (LGAMLS) in respect to a claim or potential claim against the Council or in response to a threat of legal action against the Council, an application for review of a decision in connection with that claim or action (including the decision to refer the matter to the LGAMLS) will be vexatious.

7 Undertaking a review

Each internal review application received will be assessed to determine the appropriate referral for review. Matters may be referred by the Chief Executive Officer to the Council, a Director, a panel of Directors or for independent review or mediation.

At the conclusion of the process the applicant will be advised of the outcome and of any further action that may be taken or required. Applicants will also be advised of other options, if any, for review such as the Ombudsman, legal advice and or the court system.

7.1 Matters to be referred to Council *Legislative obligation s270(2)(c)*

The elected Council will be the reviewer:

- when the decision being reviewed was made by a Council committee or the CEO
- when the decision relates to civic and ceremonial matters; and
- in other circumstances as determined by the CEO or resolution of the council.

Where the decision is a decision of the elected Council, the reviewer will be an external person or body who will report the outcome of the review to the Council. The Council will consider the outcome of the review and determine whether to affirm, vary or revoke the reviewed decision.

7.2 Matters to be dealt with by a Director, Panel or independent assessor

In all other instances, a reviewer will be assigned by the Chief Executive Officer to determine the appropriate action including whether:

- any other specific statutory appeal mechanism exists
- an independent assessor or a Director or Panel review is appropriate.

7.3 Review of decision

Where the elected Council is not the reviewer, a review methodology to suit the nature of the internal review will be undertaken with the support of the Corporate Governance Team. When appropriate, council will include a Director not associated with the issue or an external person to assist with the review.

All the information and material that was before the original decision-maker and any additional relevant information or material provided by the applicant will be considered in the review. In effect the Reviewer will 'stand in the shoes' of the original decision maker and determine the decision appropriate on the basis of the relevant circumstances and available information and materials..

The basis of an assessment/ investigation will be the processes and procedures followed in making the initial decision and the merit of the decision itself. This

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Internal review of council decisions (s270) Administrative Procedure

means a Reviewer will also consider whether a different decision could have been more appropriate, based on the evidence.

Recommendations regarding whether the complaint should be upheld and what actions (if any) could be taken to resolve the situation will form part of any investigation.

7.4 Providing 'procedural fairness'

The Reviewer will observe the principles of procedural fairness (also called 'natural justice') when undertaking the review.

Procedural fairness involves:

- giving an applicant a right to put their case forward. This will generally involve giving an applicant the opportunity to provide all relevant documentary evidence, rather than an oral hearing
- ensuring the Review does not have a personal interest in the outcome (ie. must not have a bias or perceived bias) and
- acting only on proper evidence that is capable of proving the complaint on the 'balance of probabilities'.

7.5 Providing reasons

While there is no statutory requirement to give reasons for a decision, council will, where practicable, provide reasons for the decision.

Council will always give reasons to explain the outcome where:

- a decision is not in accordance with published policy
- a decision is likely to detrimentally affect rights or interests of individuals (or organisations) in a material way or
- conditions are attached to any approval, consent, permit, licence or other authorisation.

7.6 Outcome of review

Where the reviewer is the elected Council, the elected Council should determine whether to affirm, vary or revoke the original decision.

Where the reviewer is a Council employee, the employee may determine whether to affirm, vary or revoke the original decision if authority to make the decision has been delegated to that employee. If the reviewer does not have a delegation enabling the making of the decision, then the reviewer should report the outcome of the review to the elected Council (or delegate) for a determination as to whether the decision should be affirmed, varied or revoked.

Where the reviewer is an external person or body then the reviewer should report the outcome of the review to the elected Council for a determination as to whether the decision should be affirmed, varied or revoked. An external reviewer cannot vary or revoke a decision made by or on behalf of Council.

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7.7 Remedies

The remedy or response may be one, or a combination of actions. The chosen remedy will be proportionate and appropriate and take account of what the applicant is seeking as an outcome of the review.

If an apology is required it will be done promptly and the applicant advised that appropriate action will be taken to ensure the problem is not repeated.

Compensation will only be offered in cases where the loss or suffering is considered substantial. The Council itself and the CEO are the only people authorised to offer financial compensation and this will only occur after consultation with the Local Government Association Mutual Liability Scheme.

8 Confidentiality

The identity of applicant(s) will be made known only to those who need to know in the process of investigating and seeking to resolve the matter. The complaint will not be revealed or made public by the council, except where required by law.

All documentation in relation to the investigation will remain confidential and will not be released to the applicant or any other party unless required by law.

9 Reporting

All applications will be recorded in council's records management system in such a way that the information can also be analysed for improvement opportunities.

The following information about all applications for review will be recorded in a central register:

- the number of applications for review made
- the type of matters to which the applications relate
- the outcome of applications
- such other matters as may be prescribed by the regulations.

An information report will be submitted to Council annually through the ARVEC about section 270 applications received in each financial year.

The report may also contain information on how the outcomes have been used to improve council's customer service, policies, procedures and practices.

The information, as specified in section 270(8) of the *Local Government Act 1999*, will be included in Council's Annual Report.

10 Relevant legislation and references

Local Government Act 1999

Complaint management framework Ombudsman SA, March 2016

Managing unreasonable conduct practice manual Ombudsman NSW (as amended from time to time)

LGA Model Procedure review of a council decision (s270)

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11 Document control

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25/06/2018	Corporate Governance	V 3.0	Legislative change – LG Act April 2018 and administrative update
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9.4 Pool Access Stairs at Noarlunga Leisure Centre

This is an update on a previously reported subject, concept or issue.

Manager: Jock Berry, Manager Property and Commercial
Report Author: Christopher Simpson, Recreation Facilities Officer
Contact Number: 8384 0076
Attachments: Nil

1. Purpose

At its meeting dated 18 June 2019 Council considered a report at Item 13.1 titled 'Petition regarding the new pool access stairs at Noarlunga Leisure Centre' where it resolved (in part):

"4. That a report be provided to Council in September 2019 informing the outcomes of the monitoring of lap swimmers and modifying of lane configuration to cater for lap swimming." This report responds to that resolution.

2. Recommendations

1. That Council receives the agenda report.
2. That Council approves the current 50 metre lane configuration including the access steps detailed in Table 2 of the agenda report having considered the latest data collected in Table 3 of the agenda report demonstrating that we are not reaching the maximum lane capacity of 10 swimmers per lane at any time.
3. That Council approves for Belgravia Leisure (as managers of the pool) to install a slow swimming lane as demonstrated in Table 2 of the agenda report when there is an adequate level of demand for this service to be implemented.
4. That Council's decisions in recommendations 2 and 3 above align with the Aims and Actions endorsed in the Sport and Active Recreation Strategy (SARS 2014-2019) as follows:

Aim 1: Community Participation

- **Action 1.5 Broaden the active recreation focus of sport, recreation and leisure centres and community centres to increase activity and health programs particularly for higher need groups.**

Aim 4: Active Recreation Facilities

- **Action 4.1 Retain and enhance the quality and scope of the Noarlunga Aquatic Centre including strengthening the fitness and active recreation opportunities.**
- **Action 4.2 Increase the quality and viability of indoor sport and recreation centres through consolidation, upgrade and increased activity opportunities. Place a particular focus on consolidating and better using indoor facilities in the northern and central parts of the city including The Hub, The Hills and Wilfred Taylor and Noarlunga Centre facilities.**

3. Background

The Noarlunga Aquatic Centre offers a vast range of programs and activities for the local community.

One such program is the Senior Water Classes. Access to the pool was reported to be difficult as the only access for participants without the strength and/or mobility to use the standard pool stairs was via the toddler pool, through the gate, under the lane ropes and then through other programs and activities.

Our Onkaparinga Active Ageing team identified the need for better stair access to the pool and successfully applied for a funding grant.

The new pool access stairs are a fixed item, larger and heavier than standard access stairs. This is due to the additional stability and space required for participants with mobility issues. Due to the size and shape of the stairs the Centre Management, Belgravia Leisure, advise us that they have reconfigured the swimming lanes in the mornings to accommodate the Senior Water Classes safely near the new stairs whilst maintaining 3 lanes for the swimming club and 2 lanes for public swimmers attending.

Belgravia Leisure further advise that they will continue to monitor how many lap swimmers attend the pool in the mornings to ensure the current configuration is appropriate to cater for the number of public swimmers attending the pool.

Table 1: 50m Pool lane configuration

Table 1 shows the previous 50m lanes configuration before installation of the access stairs

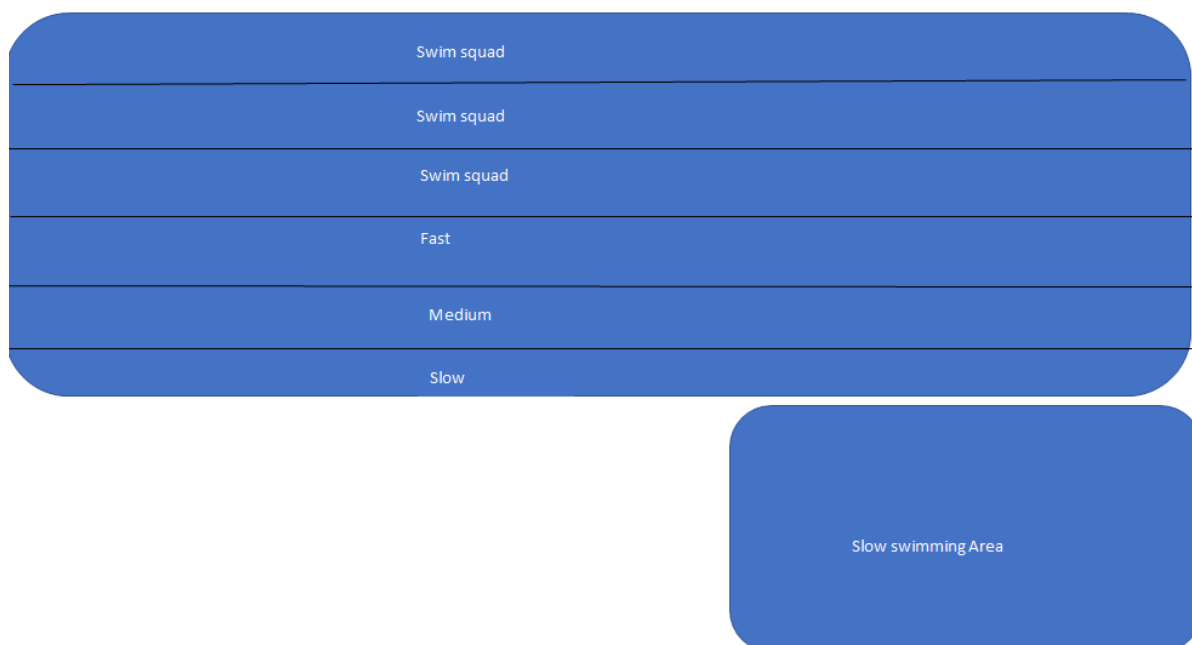


Table 2: 50m lane configuration

Table 2 shows the current 50m lanes configuration including the access stairs identified by the red rectangle.

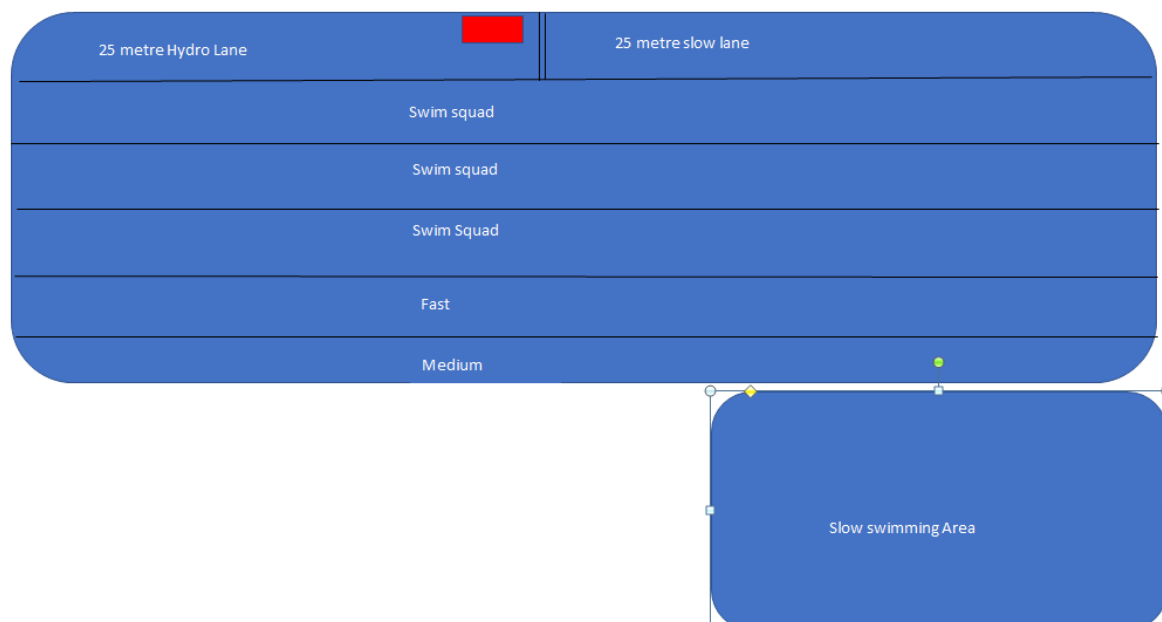


Table 3: Current average attendance for 50m swimming lanes during 1 July 2019 - 28 July 2019

	Lane 1 25m slow lane	Lane 2 Swim Squad	Lane 3 Swim Squad	Lane 4 Swim squad	Lane 5 Public fast lane	Lane 6 Public Medium lane
Monday 6:00am - 7:30am	1	3	3	3	3	3
Tuesday 6:00am - 7:30am	1	6	7	5	1	2
Wednesday 6:00am - 7:30am	2	5	4	4	4	3
Saturday 6:00am - 7:30am	1	2	1	1	1	1

*Please note there are no 50m lanes on a Thursday, Friday and Sunday. On these days it is a 25m lane set up which is not impacted by the installation of the access stairs.

Table 3 demonstrates that we are not reaching the maximum lane capacity of 10 swimmers per lane in any sessions. In some cases only one user is accessing the lane during each half hour increment. In summer months Belgravia expect an average increase to 5 swimmers in each squad lane.

Table 4: Current average attendance of user groups using pool access stairs during 1 July 2019 -28 July 2019

Classes	Aqua Over 50's
Monday 10:15am	20
Monday 2:00pm	9*
Tuesday 8:30am	20
Tuesday 9:15am	17
Wednesday 9:15am	19
Wednesday 10:15am	10
Thursdays 9:15am	18
Thursdays 10:15am	14
Friday 8:30am	27

*Aqua Over 60's

Table 4 identifies the classes that require the use of the access stairs to enable these user groups to attend and access the pool classes. The Department of Education students with disability swimming program participants also require the use of the access stairs.

The Over 60s class is a new addition due to the stairs being installed. This demonstrates a strong connection between Council initiatives and community user groups.

4. Financial Implications

No financial implications.

6. Risk and Opportunity Management

Risk	
Identify	Mitigation
Age and current condition of the recreation assets	The design for the building when it was constructed did not allow for universal access. The solution to enable pool access for higher need groups was the installation of the access stairs.

Opportunity	
Identify	Maximising the opportunity
Focus on the health and wellness challenges in the local community	<p>The installation of the access stairs provides opportunities for at risk cohorts in our community to use our pool facilities. There is opportunity for Council to get more community value from its recreation infrastructure.</p> <p>The installation of the access stairs promotes an inclusive culture and enables our community to remain connected to the facilities and services provided by Council.</p>
To increase the number of participants using the pool	The installation of the access stairs will ensure all participants (including our aged community and those with a disability) can access the pool more easily.

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9.5 Expression of Interest - Activation of Foreshore and Coastal Areas

This is an update on a previously reported subject, concept or issue.

Manager: Adam Mrotek, Manager Economic Growth and Investment

Report Author: Eulonda Bolger, Economic Growth Officer

Contact Number: 8384 0643

Attachments:

1. YourSay Report (20 pages)
 2. Activities for the approval of permits, in-kind support and waiving of permit fees (1 page)
 3. Summary of 22 Expressions of Interest (6 pages)
 4. Schedule of Permit Fees and In-kind Support (3 pages)
 5. List of standard permit conditions (3 pages)
-

1. Purpose

To report on the outcomes of the expression of interest process and subsequent community and business engagement on proposed Foreshore and Coastal Activations and to seek permit, fee waiver and in-kind approval(s).

2. Recommendations

That Council:

- 1. Receive the feedback from the community and business engagement in relation to the proposed 'higher impact' activations summarised in the YourSay Report (attachment 1 to the agenda report).**
- 2. Receive and consider the contribution of the 751 persons or groups who made submissions and approve that notification of council's decision will be communicated via YourSay and directly to stakeholder groups identified in the Engagement Plan.**
- 3. Note the Summer at Port Willunga proposal from Australian Trade Alliance has been withdrawn by the applicant for 2019.**
- 4. Approve permits, licenses and waive fees up to a cash value of \$59,721 and provide \$14,000 in kind support for the (1-11) activations listed in attachment 2 to the agenda report, Activities for the approval of permits, in-kind support and waiving of permit fees, for a period of 2 years (unless a different period of time is specified by Council).**
- 5. Approve an evaluation of 2019-20 summer activations be undertaken including a survey of visitors, local residents, businesses and operators to identify improvement opportunities – to be presented to council in a post-summer 2020 report.**
- 6. Note that amendments have been made to council's community engagement processes to ensure absent owners will be notified of projects through the introduction of a new step that requires notifications to be sent to both owners with a post office box and occupiers.**

3. Background

The City of Onkaparinga boasts some of South Australia's most spectacular beach scenery and provides an ideal setting for activation activities that expand the business landscape within the region, increase visitation as well as benefit the local economy.

On 5 June 2019 an [EOI process](#) commenced seeking proposals from interested parties for activations over the 2019-20 summer periods with a potential to continue for up to two (2) years.

Twenty two proposals were received in total. Refer to Attachment 3 for further details.

- One (1) proposal was withdrawn: (Port Willunga proposal by Australian Trade Alliance)
- Two (2) were deemed not to be activations and removed from the EOI project
- Seven (7) proposals did not meet the purpose of the EOI project and were redirected to council's standard permit process
- Five (5) proposals were deemed 'low' impact and therefore, did not attract engagement under legislation
- Seven (7) proposals were deemed to have 'higher impact' being larger scale activations or requiring exclusive use of a site for an extended period of time and or seeking council funding (including waived fees and or in-kind support).

On Tuesday 2 July 2019, the [Strategic Directions Committee](#) approved the creation of an Advisory Group comprising council's Chief Executive Officer, the Director Corporate and City Services, Cr Jamieson (Mid Coast Ward) and Cr McMahon (Mid Coast Ward).

The Advisory Group met on two occasions to provide advice on proposals to undergo community and business engagement and on quality aspects of the proposals.

4. Financial Implications

There are no direct financial implications associated with the recommendations in this report as no cash support is proposed for approval. Financial support will be in the form of permit fees waived (total estimated value of \$59,721) and in-kind support principally provided through the loan of Council's outdoor screen (total value of \$14,000). While the fees waived potentially represent lost income the reason for seeking expressions of interest and offering potential financial support is to stimulate economic activity and vibrancy that is currently limited or not occurring. In other words, without some initial seed support and incentives these activations would not occur and no income would be received. Given the trial nature of the activation program no specific income was budgeted as part of the 2019/20 budget process. The 2 July 2019 Strategic Directions Report proposed that remaining funding from the 2018-19 Flagship Events (Tier 1) Sponsorship of \$92,000 be carried forward for the purposes of assisting successful proponents with their activation proposals and that consideration would also be given to funding up

to \$20,000 from the Economic Development Reserve. While these funds are not required for the activations, the subject of this report, it is recommended that these funds continue to be carried forward should pending or new proposals warrant financial support. Should these proposals require exclusive use of council land, seek council funding or be the subject of community consultation, they will be presented to council for a decision. The input of the Advisory Group comprising Cr McMahon, Cr Jamieson, the Chief Executive Officer and the Director City and Corporate Services will be sought.

Market Evaluation and Notional Fee Value

Attachment 2 to this report shows waived permit fees or a notional market value.

A market value approach to determining fees is undertaken where an activity does not fall within the existing prescribed fees and charges register. This process requires an independent evaluation at a cost of approximately \$1,500 per evaluation - and the evaluation determines the fee charged. As part of this report, fees are recommended to be waived and no independent evaluation is required to determine a permit fee.

However, an estimated notional fee value is provided in Attachment 2 to indicate the value of the proposed support. This notional fee value is based on one comparable market evaluation recently undertaken and therefore should be interpreted as an indicative permit fee figure.

Waived Permit Fees

Funding awarded in the form of waived permit fees and in-kind support awarded will be for the first two (2) years only with the expectation that these activations will be self-sufficient and will independently grow in future years. This requirement will be made clear to applicants in their letter of approval and permit.

5. Service Alignment Results

Activation of our foreshore and coastal areas is aligned with the Onkaparinga 2035 vision of a strong and vibrant city as well as the Draft Tourism Strategic Plan 2019-23.

Activation also aligns with council's City Wide Place and Business Activation Plan

and the ON Business Partner Program, both of which have an objective to grow our economy through building business capability and capacity.

6. Risk and Opportunity Management

Risk	
Identify	Mitigation
Timing of decision on the applicant's ability to organise the activation.	Applicants were advised that subject to provision of relevant information, proposals would be presented to the 17 September 2019 council meeting to allow sufficient time for proponents to organise their event. Any delay to this timeframe would potentially impact on the viability of the proposed activation.
Permit conditions are not strictly adhered to.	Failure to comply with permit conditions may result in rescinding approval of the activation. (Generic example conditions are provided in Attachment 4 and may also be supplemented by non-standard conditions where required).
Council administration's failure to mitigate against past informed issues	Council administration works with applicants to mitigate community and business concerns (raised through engagement processes) to alleviate potential – experiences-based concerns i.e., excessive noise, obstructive fixtures, poor site management.
Opportunity	
Identify	Maximising the opportunity
The value of quality activations	Aiming for quality activation sites with utmost regard for existing businesses and expressed community expectations.
Promotes and increases visitation to our foreshore and coastal area	Activation of our coastline provides additional spending opportunities (yield) and creates ' reasons to visit '. These proposals seek to provide services and facilities to the public for the enhancement and activation of our foreshore and coastal areas to attract visitation.
Promote and benefit the local business economy	Our city's tourism offerings are important contributors in establishing a prosperous, diverse and competitive economy and play an active role in Onkaparinga as an attractive place to live, do business and visit.
Build capacity and capability of local business	Creates an opportunity to build capacity and capability in business through the development and delivery of unique destination experiences.
Position and promote one of our key regional strengths/brand positions - coast	Supports our city to position itself as Adelaide's premier coastal, food and wine destination. Activation of our coastline supports the creation of welcoming places to visit, potential nightlife activity and delivering on our Place making and Tourism objectives.

Utilisation and qualitative data capture	<p>Conduct visitor intercept surveys during the 2019 summer activations (approved and potential e.g., Port Willunga Towilla Yerta Reserve). This would provide valuable data to inform and support future activations. Questions could include:</p> <ul style="list-style-type: none"> • Are you a local or visiting? • Would they attend activation if held at the location in the future? • What types of activities would they want to see/not want to see? • What time would be appealing? • Would they pay? • Would they stay?
Employment opportunity	Activations have the potential to create employment opportunities for the region.
Increased sense of community pride	Aligns with council's Community Plan 2035, increases strong vibrant communities and social connectivity with residents and visitors.
Diverse offering of all-inclusive activations	Offers a range of low cost or no cost lifestyle choices for a diverse community.
Activates open spaces and increases community safety	The utilisation of open spaces through activations increases public safety.
Spurs momentum for local businesses to 'get activated'	Council has opportunities to maintain and grow momentum and confidence through development of a strategic policy relating specifically through to the activation of council controlled spaces.

7. Additional information

Council administration has assessed and will not recommend to council the granting of permits for the following activities for the reasons outlined herein.

Activity	Reason
Fleurieu Sounds Adelaide Marquees & Events	<p>Thomas Street Reserve, whilst vigilantly and routinely managed by council currently poses challenges including limited space, environmental and cultural sensitivities, accessibility, no amenities, e.g. lighting etc., and is therefore currently unsuitable as an activation location.</p> <p>Council's Economic Growth Officer will work with Adelaide Marquees & Events to consider alternative, suitable sites. Should a suitable site be located, community and business engagement will be undertaken with outcomes presented to council for consideration and determination.</p>

Locally SOURC'D	As above, Thomas Street Reserve is currently unsuitable as an activation location. Council's Economic Growth Officer will work with Locally SOURC'D to consider alternative suitable sites. Should a suitable site be located, community and business engagement will be undertaken with outcomes presented to council for consideration and determination.
Summer at Port Willunga Australian Trade Alliance (ATA)	This proposal was withdrawn by ATA. However, the proponent would like to work with council and community to provide better information with a view to submitting a new proposal for a summer 2020 activation.

Community Engagement

Public consultation was undertaken and extended beyond the minimum legislated twenty-one (21) day requirement. Consultation commenced on Monday 22 July 2019 and concluded Wednesday 14 August 2019 for all sites with the exception of Port Willunga (Towilla Yerta Reserve), which was further extended until Friday, 16 August 2019.

Public consultation methods included:

- Southern Times Messenger Press advertisement on Wednesday 17 July.
- Twenty-eight (28) tailored communications were emailed to local businesses, resident associations and community groups.
- 1,789 properties surrounding the **'higher impact' activation sites** were hand delivered information on the proposed activations inviting occupants to **provide feedback through council's YourSay platform.**
- City of Onkaparinga Facebook Post
- City of Onkaparinga YourSay page
- 1,400 City of Onkaparinga **'On Business Partners'** direct emailed.

The public consultations achieved a robust 751 submissions in total and are collated **in this report for council's consideration and determination.**

A key learning for future consultation for matters along the coastline (where there **are many holiday homes and therefore 'absent owners'**) is to **include an Australia Post mail out in addition to targeting properties via a letterbox hand delivery.** **Council's Community Engagement Team is in the process of reviewing** and amending procedures to reflect this learning.

The community and business engagement feedback received was used and assisted with the following:

- determining the level of support or otherwise indicating community sentiment (positive or negative)

- site and location constraints such as parking, infrastructure and potential interface issues such as noise
- Operating conditions to be attached to permit approvals.

The 751 persons or groups who made submissions will be notified of council's decision via YourSay and directly to stakeholder groups identified in the Engagement Plan.



COMMUNITY ENGAGEMENT FEEDBACK REPORT

ACTIVATION OF FORESHORE AND COASTAL AREAS 2019-20

INTRODUCTION

Activation of Foreshore and Coastal Areas:

In June 2019 an EOI process commenced seeking proposals from interested parties for Activation of Foreshore and Coastal activations over the 2019-20 summer periods with potential to continue for up to two (2) years.

The EOI resulted in nine (9) higher impact activation proposals attracting the need for engagement.

Community, business and resident groups were engaged seeking feedback during the period, 22 July 2019 until 13 August 2019. The proposed activation site of Port Willunga, (Towilla Yerta Reserve) remained open until 16 August 2019.

COMMUNITY ENGAGEMENT PURPOSE

The purpose of the engagement was to ensure the community has an opportunity to provide feedback on all activation proposals.

Engagement Objectives:

- Provide high level information about the activations, locations, times and dates.
- Gauge the level of community support for each proposal

-
- Give community, business and resident groups an opportunity to provide feedback on the activation proposals
 - Allow any concerns to be identified and mitigated prior to the activations occurring
 - Seek feedback/opportunities from the community to inform criteria for activation proposals
 - Ensure the community are kept informed on activation outcomes.
 - Identify opportunities to involve respondents throughout the activation to reduce and or eliminate concerns.

ENGAGEMENT TECHNIQUES

The engagement period commenced Monday 22 July until Wednesday 14 August 2019 (with Port Willunga Towilla Yerta Reserve remaining open until Friday 16 August 2019).

Techniques used included:

- Your Say Survey (City of Onkaparinga Web Site)
- Direct email to 1200 recipients registered with Council's Your Say online engagement platform
- Letter box drops to surrounding businesses and residents
 - 102 Properties Port Willunga
 - 585 Properties Aldinga Beach
 - 627 Properties Christies Beach
 - 175 Port Noarlunga
 - 300 Thomas Street Reserve Aldinga
- Direct email to relevant business and resident associations:
 - Willunga Business & Tourism Association - info@willunga.com
 - Friends of Port Willunga Inc - info@friendsofportwillunga.com
 - Friends of Willunga Basin - info@fowb.net
 - Onkaparinga Residents Association Council Watch - occwatch@gmail.com
 - McLaren Vale Business & Tourism Association - info@mclarenvalebusiness.com.au
 - McLaren Vale Grape, Wine & Tourism Association - info@mclarenvale.info
 - Southern Community Forum - scfsecretary@outlook.com
 - Our Coast Our Mission - ourcoastourmission@hotmail.com
- Direct email to ON Business Partner Program Business data base (over 1200 subscribers)
- Press Advertisement Southern Times Messenger 24 July 2019
- Promotion on Council's Corporate Facebook page

All techniques guided people to the Your Say platform to leave feedback via the survey tool.

SUMMARY OF COMMUNITY ENGAGEMENT OUTCOMES

Expressions of interest for Coastal and Foreshore activation were sought in June 2019 to attract new opportunities for entertainment, food, beverage and tourism and to incorporate the use of local suppliers, employ local staff and provide economic benefit to the region.

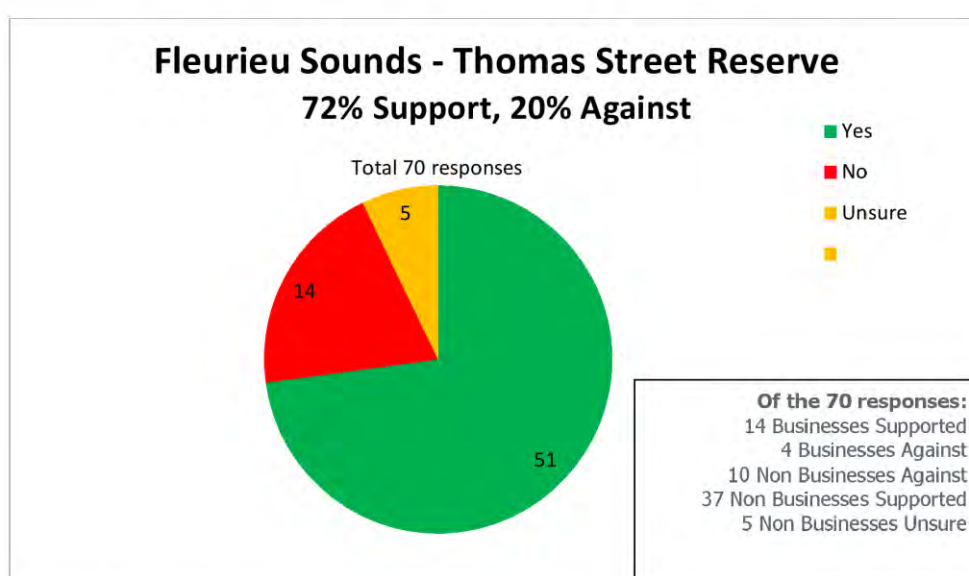
In line with best practice engagement data analysis, the levels of participation via the Your Say online platform have been categorised as follows:

Foreshore and Coastal Activation Survey Results	Web Visits	In Support	Not in Support	Unsure
<u>Fleurieu Sounds – Thomas Street Reserve, Aldinga</u> TOTAL Responses: 70 (Comprised of 18 Business and 52 Non-business)	510	72% 51 9 local businesses local, 5 non local businesses 21 local residents 16 non-local residents	20% 14 4 non local businesses 8 local residents	7% 5 4 local residents 1 non-local residents
<u>Pizzateca (Former Kiosk Site), Silver Sands</u> TOTAL Responses: 171 (Comprised of 28 Businesses and 143 Non-business)	542	95% 162 1 local business, 24 non-local businesses 51 local residents, 86 non-local residents	2% 3 3 non local businesses	3% 6 3 local residents, 3 non-local residents
<u>Onkaparinga Outdoor Cinema Summer Series , Aldinga</u> TOTAL Responses: 29 (Comprised of 7 Business and 22 Non-business)	174	90% 26 5 local businesses, 1 non-local business 17 local residents, 3 non-local	7% 2 1 local business, 1 non-local business	3% 1 1 local resident

		residents		
<u>Summer at Towilla Yerta Reserve, Port Willunga</u>	626	21%	68%	11%
TOTAL Responses: 171		36	117	18
(Comprised of 25 Businesses and 146 Non-business)		2 local businesses, 7 non-local businesses 11 local residents 16 non-local residents	9 local businesses, 4 non-local businesses 73 local residents 31 non-local residents	1 local business, 1 non-local business 6 local residents, 10 non-local residents
<u>Locally Sourc'd – Thomas Street Reserve, Aldinga</u>	202	72%	13%	15%
TOTAL Responses: 39		28	5	6
(Comprised of 10 Business and 29 Non-business)		6 local businesses, 1 non-local business, 15 local residents, 6 non-local residents	3 local businesses, 1 local resident, 1 non-local resident	6 local residents
<u>Onkaparinga Outdoor cinema Summer Series Sauerbier House, (Port Noarlunga)</u>	108	100%	-	-
TOTAL Responses: 17		17		
(Comprised of 1 Business and 16 Non-business)		1 non-local business 6 local residents, 10 non local residents		

<u>Cabana Beach Club</u> TOTAL Responses:81 (Comprised of 8 Business and 73 Non-business)	342	67% 54 2 local businesses, 4 non-local businesses, 14 local residents, 34 non-local residents	27% 22 1 local business, 1 non local business, 14 local residents, 6 non-local residents	6% 5 2 local residents, 3 non-local residents
<u>Cinema by the Sea (Christies)</u> TOTAL Responses: 52 (Comprised of 13 Business and 38 Non-businesses)	151	98% 51 8 local businesses, 4 non-local businesses 23 local residents, 16 non-local residents	-	2% 1 1 non-local business
<u>Summer At Christies</u> TOTAL Responses: 121 (Comprised of 22 Business and 99 Non-business 99)	303	71% 86 12 local businesses, 4 non-local businesses, 39 local residents, 31 non-local residents	22% 27 2 local businesses, 2 non-local businesses, 19 local residents, 4 non-local residents	8 7% 2 local businesses, 4 local residents, 1 non-local residents
TOTAL	2958	67% 511	26% 12% (with Port Willunga removed)	7% 50

			190 or 74 (with Port Willunga removed)	
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Your Say Feedback Common Themes of those IN support of Fleurieu Sounds:

- Increased competition and options
- Encourages tourist's to stop at Aldinga
- Promotion of the area is vital for local people and businesses
- Sourc'd is a good representation of the local area (they use local wines and produce)
- Sounds fun
- We need more activation like this
- Great for the region and utilises our beautiful coast
- Visitors over Christmas will have some local activities to showcase the beauty of SA
- Keen to see it happen
- Great for the community
- Supports bricks and mortar business in the Aldinga Area
- Exciting addition to Aldinga night life
- Fantastic idea, need to take advantage of the great beaches we have here
- Attracts tourism
- Support local food and wine and live music
- Good for the region
- Love the Sourc'd team and love to see them delivering these options to the community

Your Say Feedback Common Themes of those **NOT in support of Fleurieu Sounds:**

- Threat to bricks and mortar
- Site not big enough
- Lack of parking
- Wildlife impact
- Threat to Hooded Plovers
- Noise
- Antisocial behaviour
- Impact to ambience of the area
- Rubbish/Waste
- Dune instability

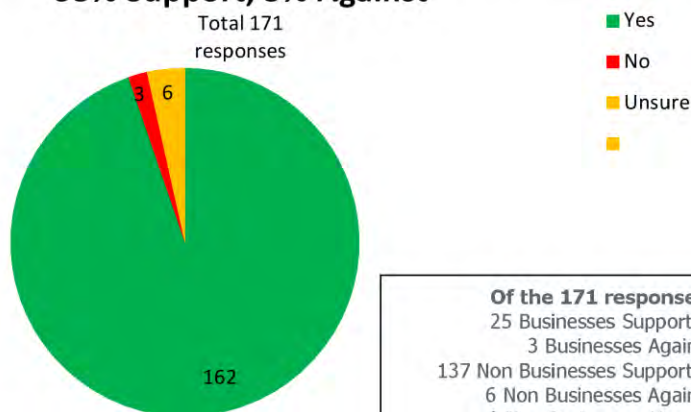
Your Say Feedback Common Themes of those **UNSURE about Fleurieu Sounds:**

- Disability access
- Make it free
- Lack of detail on the activity

Note: While providing potential, Thomas Street Reserve currently poses multiple challenges including, logistics, limited space, environmental and cultural sensitivities, contaminated land, accessibility, no amenities, e.g. lighting etc. and therefore **cannot be supported** in its current state as an activation location.

Pizzateca - Former Kiosk Site, Aldinga Beach

95% Support, 5% Against



Your Say Feedback Common Themes of those **IN** support of Pizzateca:

- Brings vibrancy to the area
- Visited and really liked the activation from last year
- Atmosphere was great
- Great to grab delicious, fresh, local pizza at the beach
- Attractive design elements
- Great brand
- Good for tourism
- Walking distance from home
- Great way to showcase our beaches
- Great way to service beach visitors
- Love Tony and his pizza
- Great to have options at an underutilised site
- Lift to the region
- Great family friendly event (all ages)
- Would give me a reason to go to Aldinga
- Will encourage many more activities around the local area as well as engaging a SA small business
- Pizzateca is a quality establishment, will be great to have more options beachside
- Great service
- Best pizza in Adelaide
- Great for the community
- Pizzateca is iconic and one of the very best family owned businesses in the state
- Makes the beach more attractive
- Casual beachside dining is lacking in the area – keen to see more of these initiatives in the area
- Boost to the economy through attracting people to the area
- Something different to look forward to
- Nothing like delicious pizza after a swim

-
- Beach + Sunset + Pizza = Perfect!
 - SA is going backwards in many ways, so in full support of something that brings people together and celebrates the local community
 - Encouraging and fostering local business
 - Jobs
 - Attracts visitors, boosts economy, boosts community spirit – BRAVO! Great proposal!
 - We hire a house at Silver Sands around Christmas – We would love it to be here this summer!
 - Need more venues and events like this in Aldinga for locals and visitors
 - Would make me attend

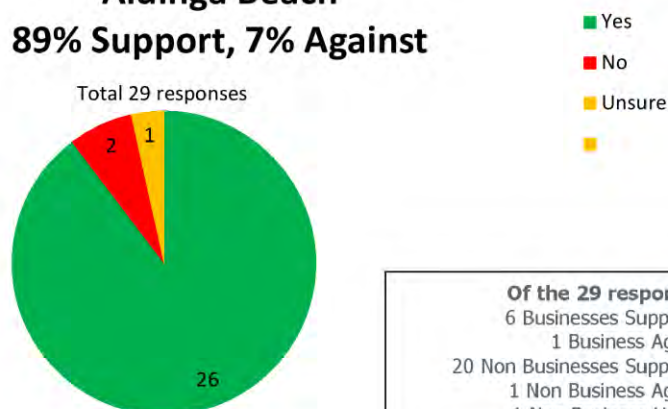
Your Say Feedback Common Themes of those NOT in support of Pizzateca:

- The length of the proposal (too long)
- Will impact bricks and mortar
- 4 Local businesses have closed during winter which is proof summer trade is crucial to bricks and mortar survival
- As a local business I employ 20 staff, temporary traders will take our summer profits
- As a local business I can't afford the pop up on the coast

Your Say Feedback Common Themes of those UNSURE about Pizzateca:

- Limit the trading periods to one month, 3 days per week
- Remove pizza and takeaway foods

**Onkaparinga Outdoor Cinema Series -
Aldinga Bay Surf Life Saving Club,
Aldinga Beach
89% Support, 7% Against**



Your Say Feedback Common Themes of those **IN support of Onkaparinga Outdoor Cinema:**

- We would attend
- Would be great to have a few times during the summer (especially if family movies are shown)

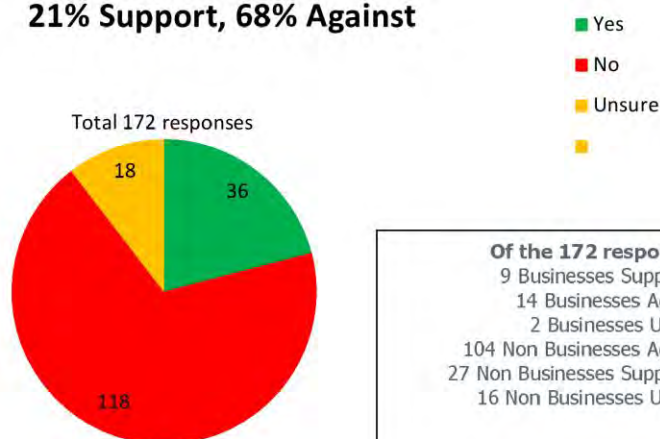
Your Say Feedback Common Themes of those **NOT in support of Onkaparinga Outdoor Cinema:**

- Impact bricks and mortar
- Impact to Hooded Plovers

Your Say Feedback Common Themes of those **UNSURE about Onkaparinga Outdoor Cinema:**

- Number limitation
- Who is benefiting?
- Good security might be needed

Summer at Towilla Yerta Reserve Port Willunga 21% Support, 68% Against



Your Say Feedback Common Themes of those **IN** support of Summer at Towilla Yerta:

- Outdoor live music – yes please
- Fantastic idea, as long as waste and crowds get managed
- Fun and good for the community
- Tourism
- Builds community
- Adds vibrancy
- This will be great, you can't even get a booking for food and drink unless you are a local or book 6mnths in advance
- It's a beautiful beach to share
- Great way to entertain young people
- Tourist drawcard
- We need extra places to eat and drink
- Oh please, this is brilliant
- A wonderful proposal for summer
- The 3 times a year holiday owners don't contribute anything to the area

Your Say Feedback Common Themes of those **NOT** in support of Towilla Yerta:

- Inappropriate use of the site
- Lack of car parking
- Taking business from bricks and mortar
- Antisocial behaviour
- Non local activation
- Noise
- Waste
- Insufficient amenities
- Impact beach access

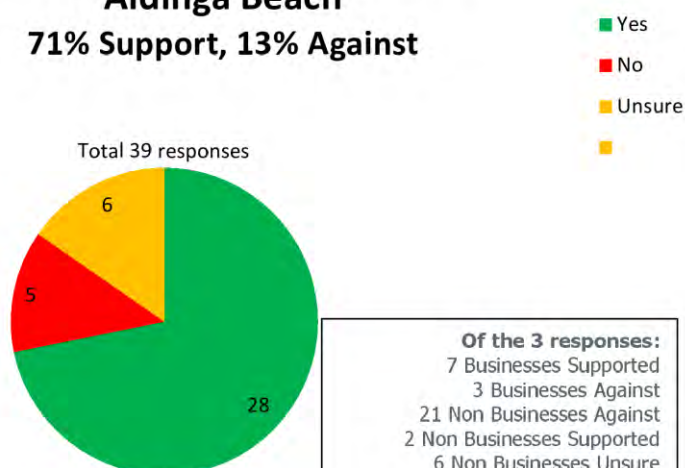
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- Hooded Plovers
 - Reduction of staff to local business as trade will decrease
 - Star of Greece offers enough
 - Sacred Women's Site for Kurna People
 - Will take away peaceful relaxed environment
 - Impact to Dunes and sensitive coastal area
 - Area is too small
 - Not enough information
 - Hours of operation
 - Odour from cooking

Your Say Feedback Common Themes of those UNSURE about Towilla Yerta:

- Lack of public transport
- Noise
- Not enough detail
- Concerns to bricks and mortar
- Why not activate in winter
- Impact to beach access
- Hooded Plovers
- Waste Management
- Odour from cooking
- Hours of operation

Note: Proponent, Australian Trade Alliance (ATA) has withdrawn the Summer at Port Willunga proposal for 2019 however they have indicated they would like to work with Council and the community to provide better information with a view to a summer 2020 activation. Details of the withdrawn activation are below:

Locally Sourc'd - Thomas Street Reserve Aldinga Beach 71% Support, 13% Against



Your Say Feedback Common Themes of those **IN** support of locally Sourc'd:

- I Great for the region
- Will be great to support bricks and mortar
- Exciting addition to Aldinga night life
- Like to support local food, wine and live music
- Increased competition and options
- Encourages tourists to stop at Aldinga
- Promotion of the area is vital for locals and businesses
- Fun
- Good for tourism
- Great to showcase our area
- Love local produce and want to support more local business
- Local events are great
- Local business should be given the opportunity to capitalise on good weather and increased visitation and expand offerings
- A jetty or boat ramp at the same location would be plus offering events, live music, side shows, kids rides etc.
- We need more of this
- Good community atmosphere
- Great place to wine and dine
- Part of a food and produce celebration
- Family friendly
- Love Sourc'd, would like to see them deliver this to the community

Your Say Feedback Common Themes of those **NOT** in support of Locally Sourc'd:

- No toilets
- Will affect wildlife

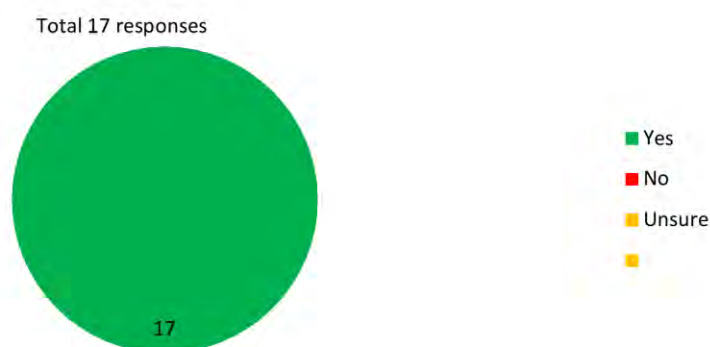
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- Impact Hooded Plovers
 - Impact to bricks and mortar
 - Royal Croquet Club coming into my area when I pay rates
 - Site not suitable
 - Activation should be down by the beach where other commercial activity occurs

Your Say Feedback Common Themes of those UNSURE about locally Sourced:

- Reduce the number of events at this location
- Finish time of 9.30pm
- Toilets needed
- Limit the activation space so community can still use the reserve
- Fencing to limit people entering sensitive coastal areas
- Don't use glass
- Monitor impacts in terms of parking on verges

Note: While providing potential, Thomas Street Reserve currently poses multiple challenges including, logistics, limited space, environmental and cultural sensitivities, contaminated land, accessibility, no amenities, e.g. lighting etc. and therefore cannot be supported in its current state as an activation location.

**Onkaparinga Cinema Summer Series
Sauerbier House, Port Noarlunga
100% Support**



Your Say Feedback Common Themes of those **IN support Onkaparinga Cinema Summer Series:**

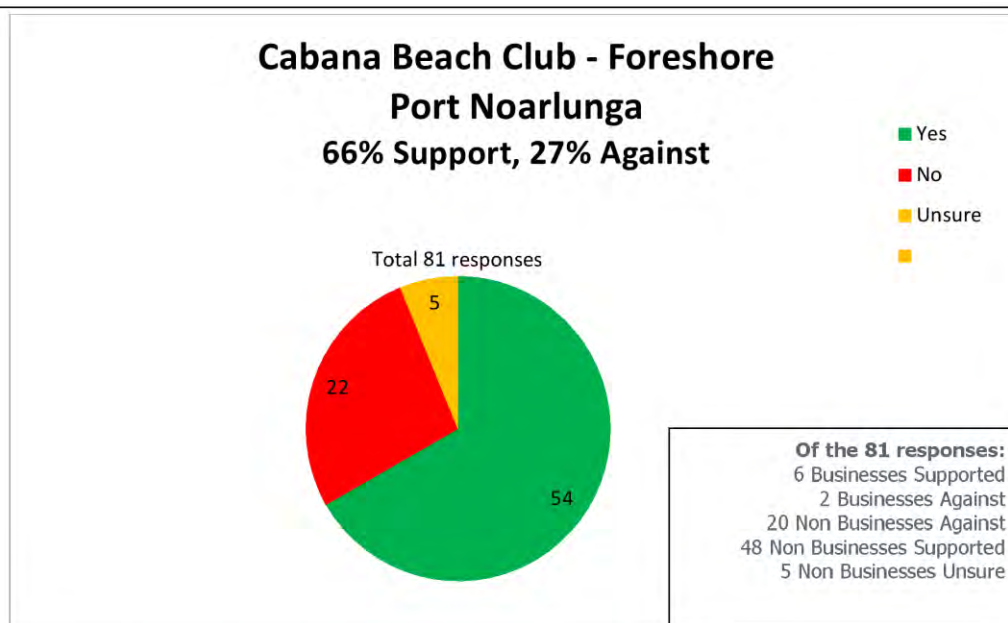
- Site should be more activated
- Need more safe social activity
- Prefer to access Port Noarlunga over Glenelg for these events
- Dependant on the cost, will be a great summer activity
- Fantastic idea
- Shame only 1 date

Your Say Feedback Common Themes of those **NOT in support of Onkaparinga Cinema Summer Series:**

Nil

Your Say Feedback Common Themes of those **UNSURE about Onkaparinga Cinema Summer Series:**

Nil



Your Say Feedback Common Themes of those **IN support of Cabana Beach Club:**

- We would use it
- Good operators – classy
- Good location
- Builds a community name
- Increases security, decreases crime with more watchful eyes in the location
- Increased visitation
- Increase income to other business owners in Port Noarlunga
- Great offering with difference
- Adds vibrancy
- Promote and share our beaches
- Good social place

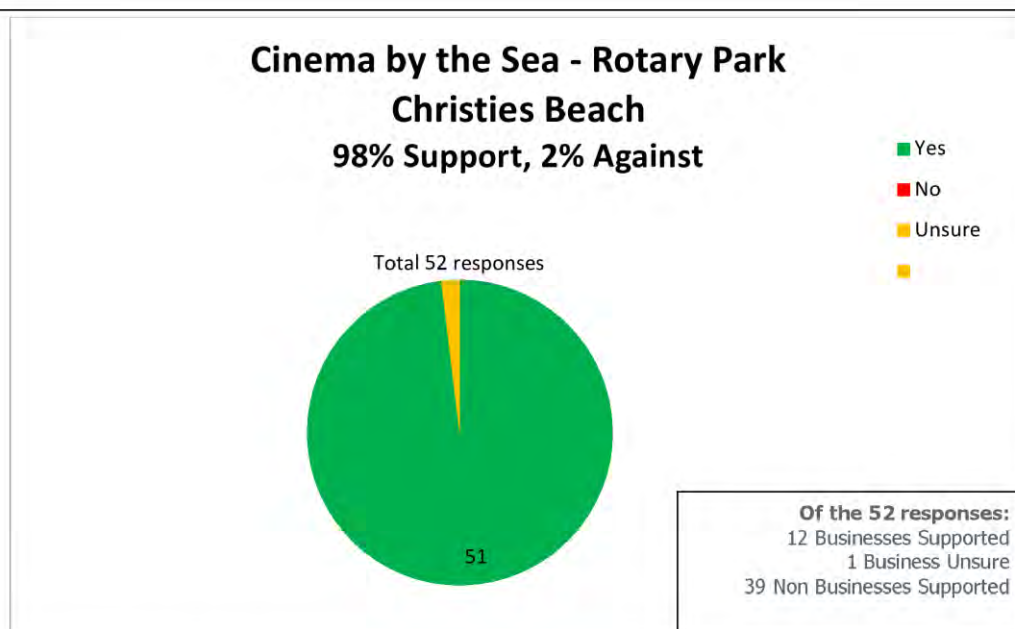
Your Say Feedback Common Themes of those **NOT in support of Cabana Beach Club:**

- Mobile food vendors offer choices that bricks and mortar don't
- Interferes with lifesavers duties
- Inappropriate use
- Sufficient offering at Port Noarlunga – not needed
- Beaches should remain 'FREE', not exclusive
- Waste issues
- Safety issues
- Impacts to bricks and mortar
- Anti-social behaviour
- Negative image to Port Noarlunga allowing alcohol on beaches

Your Say Feedback Common Themes of those **UNSURE about Cabana Beach Club:**

- Rubbish

-
- Noise
 - Excessive Alcohol
 - Limited parking
 - Site suitability



Your Say Feedback Common Themes of those **IN support of Cinema by the Sea:**

- Fun Family friendly
- I'd like to see more of this
- Supports the area
- Love it
- Brings people together
- Great for local business
- Perfect location
- Creates vibrancy

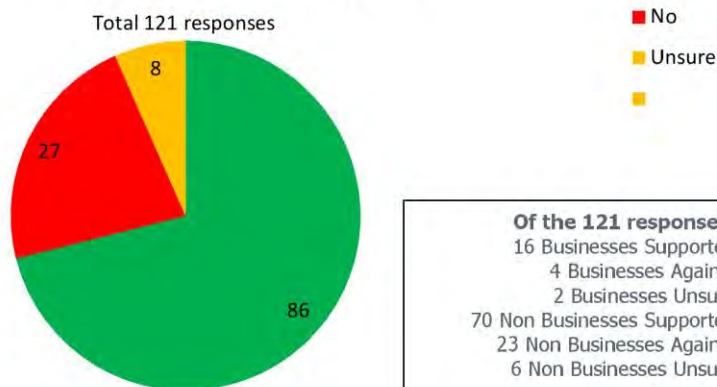
Your Say Feedback Common Themes of those **NOT in support of Cinema by the Sea:**

- Provided it's free – ok

Your Say Feedback Common Themes of those **UNSURE about Cinema by the Sea:**

Ni

Summer at Christies - Promenade Christies Beach 71% Support, 22% Against



Your Say Feedback Common Themes of those **IN** support of Summer at Christies:

- It will increase the popularity of Christies Beach
- Amazing vibe
- Draws people to the area from outside our region
- It's family friendly
- We only visited this area because of this event
- Christies needs economic development
- Great to have something to do
- Brings the local community together
- Please bring back summer at Christies and realise the potential of Christies Beach
- Beach Road is seriously lacking visual interest, it's time for something new to help reactivate
- Encourages people to visit
- It was a shame when it wasn't there in 2018
- Encourages people to visit
- It was a shame when it wasn't there in 2018
- Good for community and business
- Puts Christies on the map
- Great atmosphere
- Great for locals and tourists
- Fully support it
- It should run until late Feb
- Stop letting the business owners on Beach Road put a damper on this event.

Your Say Feedback Common Themes of those **NOT** in support of Summer at Christies:

- Blocks views from local business
- Offensive smoke and noise

-
- Poorly supervised
 - Noise nuisance
 - Alcohol consumption alongside families
 - Impact to local bricks and mortar
 - Antisocial behaviour
 - Increased crime
 - Ugly shipping container
 - Traffic congestion
 - Use local grown activations – 2 years is a concern
 - Site doesn't need activation

Your Say Feedback Common Themes of those **UNSURE about Summer at Christies:**

- Negative impact on businesses on Beach Road
- Don't want to see a repeat of what happened to Wine Bar
- Unfair to block the view from Nine50 Restaurant
- Looked like a construction site – use decent fencing and plants to dress the site
- Change hours of operation (10.30pm cut off Friday and Saturday nights)

EVALUATION

In line with best practice online engagement Your Say evaluation included:

- the total number of people who are **aware** of the activations - 2937
- the number of people who are **informed** about the activations - 1253
- the number of people who are **engaged** about the activations -751

SIGN OFF

All feedback reports are to be reviewed by the Engagement Unit (engagement@onkaparinga.sa.gov.au)

Officer who prepared the document

Name: Eulonda Bolger_____

Position Title: Economic Growth Officer_____

Reviewed by Community Engagement Advisor

Name: Paula Bugden _____ Date: 20 August 2019_____

Attachment 2

	Activities for Permit , Licenses, Fee-waiving and In-kind support Approvals	Description	Location	Waived Permit Fee Value (\$) or Market Value (refer report for description)	In-kind Value (\$)
1	Twilight Markets	Market stalls, kids amusements and food trucks, free entry	Rotary Park, Christies Beach	\$2,700	nil
2	Art in the Park	Pop Up Art Exhibition, Free entry	Rotary Park, Christies Beach	\$912	nil
3	Sunset Yoga for all ages	(1 x year only) free participation	On the sand in Port Noarlunga/Moana or Rotary Park, Christies Beach	\$85	nil
4	International Dance Day Flash Mobs	(1 x year only) free participation	Port Noarlunga Jetty and Rotary Park, Christies Beach	\$118	nil
5	Pound in the Park Fitness Gold coin donation	Outdoor fitness classes, drums sticks and fit balls	Rotary Park, Christies Beach	\$170	nil
6	Food Truck Carnivale Free entry	Permit Waiver and in-kind request only. Note permit approval was provided at the 20 August 2019 Council Meeting	Corner Commercial and Seaford Roads, Seaford	\$1,500 based on notional market value	\$6,000 City of Onkaparinga Outdoor Screen
7	Pizzateca Beach Free entry	Licenced seaside pizzeria, bar and gelato	Former kiosk site, Aldinga Beach	\$26,400 based on notional market value	Nil
8	Summer at Christies Free entry	Outdoor eatery and bar, live music	Promenade, Esplanade - end of Beach Road, Christies Beach	\$7,050 based on notional market value	Nil
9	Cinemas by the Sea Free entry	Outdoor cinema family friendly movies	Rotary Park, Christies Beach	\$700	\$4,000 City of Onkaparinga Outdoor Screen
10	Cabana Beach Club \$10 entry cost redeemable on food/drink	Licenced lounge area on the sand with food and drink service from Hortas Kiosk	On the sand in front of Hortas Restaurant, Port Noarlunga	\$20,400 based on notional market	Nil
11	Onkaparinga Outdoor Cinema Summer Series	Ticketed outdoor cinema, food and bar	Saubier House, Port Noarlunga and Aldinga Beach Surf Life Saving Club leased area (former club house site)	\$1,018	\$4,000 City of Onkaparinga Outdoor Screen
	TOTAL			\$59,721	\$14,000

Attachment 3

Summary of Proposals Received for Activation of Foreshore and Coastal Area 2019-2020

Summary:

An expression of interest process was undertaken: Wednesday 5 June – Friday 28 June 2019

- 22 proposals received in total
- One (1) proposal withdrawn
- Two (2) proposals were not deemed 'activations' and have been removed from the EOI project
- Seven (7) proposals do not meet the purpose of the EOI project and rerouted to proceed through standard permit process
- Five (5) proposals in consultation with the Advisory Group were deemed 'low impact', no engagement required under legislation
- Seven (7) proposals in consultation with the Advisory Group are deemed to have 'impact' – engagement required under legislation

Proposals withdrawn from the EOI project:

The following applicants withdrew their proposal as the timeframe for the EOI project, and an approval at the 17 September 2019 Council meeting, did not provide an adequate amount of time to seek additional sponsorship to the level that they required for the activation to succeed.

The applicant was referred to Council's Tier 1 and 2 funding opportunities and will potentially apply under one of these funding streams for January 2021 activation.

Proposal	
Applicant:	Deni Jones and Kathryn Calaby, Cul-de-sac Creative
Proposal:	Hippie Fish Summer Club (2 x years)
Description:	Large-scale activation, live music, food and wine
Location:	Former Port Willunga Caravan Park site
Dates:	3 – 11 January 2020
Times:	5pm-11pm

Proponent, Australian Trade Alliance (ATA) has withdrawn the Summer at Port Willunga proposal for 2019 however they have indicated they would like to work with council and the community to provide better information with a view to a summer 2020 activation. Details of the withdrawn activation are below:

Proposal		Summary
Applicant:	Justin McCarthy, Australian Trade Alliance	Withdrawn for 2019 however proponent would like to work with council and community to provide better information with a view to summer 2020 activation.
Proposal #3:	Summer at Port Willunga (car park)	
Description:	Outdoor eatery and bar, live music, free entry, (estimated 500 attendance per day)	
Dates:	23 December – 9 January 2020	
Times:	Mon-Thurs: 12 noon-10.30pm Fri and Sat: 7am-12am Sun: 7am-9pm	
Application requested all proposals for a 2 x year period.		

Attachment 3

Proposals not deemed 'activations':

The following proposals were not deemed 'activations' and have been removed from the EOI project.

Proposal	
Applicant:	Bronte Modra, Specialised Solutions
Proposal:	Solar charging stations / shelters / benches
Location:	Various
Dates:	TBC
Times:	24 hours

Bronte Modra Specialised Solutions has been introduced to council's capital projects and sustainability teams should their product be needed and of value to any council projects.

Applicant:	Michael Amato, Joyce Russ Advertising
Proposal:	Graphic design support for this initiative
Location:	N/A
Dates:	N/A
Times:	N/A

Joyce Russ Advertising was made aware that graphic design services were not required for this project as council has its own marketing unit and sign shop to support this type of service.

Proposals redirected to council's standard permit process:

The following proposals do not meet the purpose of the EOI project however could proceed through councils standard permit processes already in place for these types of activities. Please be advised that the appropriate permit fees will be charged to these applicants in accordance with council's endorsed Schedule of Fees and Charges 2019-20.

Proposal		Summary
Applicant:	Rick Bland	Applicant redirected to complete 'Busking on Council Land' permit application form.
Proposal:	Busking on council land (2 x years)	
Location:	Various	
Dates:	October 2019 – March 2020	
Times:	11.30am-2.30pm	
Applicant:	Chantelle Wannan, Grain and Vesper	Applicant redirected to complete 'Mobile Food Vending' permit application form.
Proposal:	Mobile Food Vending (2 x years)	
Location:	Sites #11 and #12, Port Noarlunga	
Dates:	September 2019 – March 2020	
Times:	7am-7pm	
Applicant:	Robyn Hay, Liquid Delights	Applicant redirected to complete 'Mobile Food Vending' permit application form.
Proposal:	Mobile Food Vending (2 x years)	
Location:	Site #28, Aldinga Beach	
Dates:	1 December 2019 – 31 January 2020	
Times:	Sunrise - sunset	
Applicant:	Susanne Allen, Beach Massage Bliss	Applicant redirected to complete 'Trading on Council Land' permit application form.
Proposal:	Summertime Beach Massage (2 x years)	
Location:	On the sand next to the Silver Sands beach ramp, Aldinga Beach	
Dates:	Thursday 26 December 2019 – Tuesday 28 January 2020	
Times:	10am-6pm	

Attachment 3

Applicant:	Edmund Burke (2 x years)	
Proposal:	Discover Port Noarlunga Jet Ski Eco Tour	
Location:	O'Sullivan Beach boat ramp to Moana	
Dates:	Fridays, Saturdays and Sundays: 1 October 2019 – 30 April 2020	Applicant redirected to complete 'Trading on Council Land' permit application form.
Times:	9am-5.30pm	
Applicant:	Agnes Kan, The Busy Bar	
Proposal:	Mobile Food Vending (2 x years)	
Location:	Port Noarlunga or Christies Beach	
Dates:	Weekends throughout Dec 2019 - Jan 2020.	Applicant redirected to complete 'Trading on Council Land' permit application form.
Times:	4pm-7pm	
Applicant:	Justin Amos, Chief Catering	
Proposal:	Mobile Food Vending (2 x years)	
Location:	As part of events and markets	
Dates:	Various	Applicant redirected to complete 'Mobile Food Vending' permit application form.
Times:	Various	

'Low impact' proposals, engagement not required:

The small-scale nature of these activations (under the *Local Government Act 1999*, section 202) did not attract the need for engagement. However due to the request for waiving of permit fees for a 2 year term, the matter of permit approval and fee waiver is referred to council for a decision.

Proposal	Summary
Applicant: Tim Stewart, TJS Events Proposal: Twilight Markets (2 x years) Description: Market stalls, kids amusements and food trucks, free entry (200 attendees per event) Location: Rotary Park, Christies Beach Dates: Friday 6 and 20 December 2019 Friday 3, 17 and 31 January 2020 Friday 14 and 28 February 2020 Friday 13 and 27 March 2020 Times: 5pm-9pm	Approve permit and waive permit fees
Applicant: Peter Hillhorst Proposal: Art in the Park (2 x years) Description: Pop-up art exhibition, free entry (150 per event) Location: Rotary Park, Christies Beach Dates: Sunday 3 and 17 November 2019 Sunday 1 and 15 December 2019 Sunday 12 and 26 January 2020 Times: 10am-1pm	Approve permit and waive permit fees
Applicant: Yuki Honda, Yuki Health and Happiness Proposal: Sunset Yoga for all ages (1 x year only), free entry, (20 people per class) Location: On the sand in Port Noarlunga/Moana or Rotary Park, Christies Beach Dates: Friday and Sunday evenings throughout summer Times: 7.30pm-8.30pm	Approve permit and waive permit fee

Attachment 3

Applicant:	Fiona Gardner, Finsart Studio	
Proposal:	International Dance Day Flash Mobs (1 x year only), free, (50-100 participants)	
Location:	Port Noarlunga Jetty and Rotary Park, Christies Beach	Approve permit and waive permit fee
Dates:	Wednesday 29 April 2020	
Times:	3pm-8pm	
Applicant:	Rachel Smith, Body Smith Fitness	
Proposal:	Pound in the Park (2 x years)	
Description:	Outdoor fitness class - drum sticks and fit balls, gold coin donation, (20 people per class)	
Location:	Rotary Park, Christies Beach	Approve permit and waive permit fees
Dates:	Saturday 12 and 26 October 2019 Saturday 9 and 32 November 2019 Saturday 7 and 21 December 2019 Saturday 11 and 25 January 2020 Saturday 8 and 22 February 2020	
Times:	5pm-6pm	

'High Impact' Proposals that required engagement:

Due to the scale and potential impact of the following proposals, engagement was required under the *Local Government Act 1999*, section 202.

Engagement was undertaken and extended beyond the minimum legislated 21 day requirement. Consultation commenced Monday 22 July 2019 and concluded Wednesday 14 August 2019 for all proposed sites with the exception of Port Willunga (Towilla Yerta Reserve), which was further extended until Friday, 16 August 2019. For results of the engagement please refer to the Your Say report (Attachment 1).

Proposal	Summary
Applicant: Tony Mitolo, Pizzateca McLaren Vale Proposal: Pizzateca Beach (2 x years) Description: Licenced seaside pizzeria, bar and gelato, (estimated 500 attendance each day) Location: Former kiosk site, opposite Clarrie Eatts Reserve, Aldinga Beach Dates: 1 November 2019 – 27 January 2020 Times: Mon-Fri: 4pm-10pm, Sat & Sun: 11am-11pm	Approve permit and waive permit fee for 2019 only (noting fees waived in 2018, therefore 2019 would be the final fee waiver)
Applicant: Filipe and Paula Horta, Hortas Restaurant Proposal: Cabana Beach Club (2 x years) Description: Licenced lounge area on the sand with food and drink service (from Hortas Kiosk), \$10 entry – cost redeemable on food/drink, (max. 30 people at any one time) Location: On the sand in front of Hortas Restaurant, Port Noarlunga Dates: Sat & Sun during November 2019 December 2019: 1, 7, 8, 14-24, 26-31 January 2020: 1-31 February 2020: 1, 2, 8, 9, 15, 16, 22, 23 1 March 2020 Times: 12 noon-9pm	Approve permit, waive permit fees and in kind support of council outdoor furnishings

Attachment 3

Applicant: Proposal: Description: Location: Dates: Times:	Sally Scantlebury, Saphron & Scantlebury Onkaparinga Outdoor Cinema Summer Series (2 x years) Ticketed outdoor cinema, food and bar, (estimated 350 people per event) \$15 adults \$10 children and concession Sauerbier House, Port Noarlunga and Aldinga Bay Surf Lifesaving Club, Aldinga Beach Saturday 18 and 25 January 2020 6pm-10.30pm	Approve venue hire of Sauerbier House, and kind support (use of council's outdoor cinema)
Applicant: Proposal #1: Description: Dates: Times:	Justin McCarthy, Australian Trade Alliance Summer at Christies (foreshore area) 2 years Outdoor eatery and bar, live music, free entry, (estimated 500 attendance each day) 12 December 2019 – 27 January 2020 Mon-Thurs: 12 noon-10.30pm Fri and Sat: 7am-12am Sun: 7am-9pm	Approve permit and waive permit fee for 2019 only (noting fees waived in 2018, therefore 2019 would be the final fee waiver)
Proposal #2: Description: Dates: Times:	Cinemas by the Sea, Rotary Park, Christies Beach Outdoor cinema, 6pm - family-friendly movie, 9pm - more mature audiences, free entry Saturday 21 and 28 December 2019 6pm-11pm 2 x years	Approve permit, waive permit fees and in-kind support (use of council's outdoor cinema)

Thomas Street Reserve, Aldinga

Council maintains vigilant and routine monitoring of Thomas Street Reserve. However, it currently poses challenges for activation proposals including site space limitations (long and narrow), environmental and cultural sensitivities, , accessibility, no amenities, e.g. lighting etc. and is therefore currently unsuitable as an activation location.

Council's Economic Growth Officer will work with the following two proponents: Jojo Krause and Tony Bezuidenhout to consider alternate suitable sites. Should suitable sites be located, community and business engagement will proceed through the standard process. Thereafter the outcomes of the engagement will be presented to council for consideration and determination. Detail of the Thomas Street Reserve proposals can be found in the table below.

Proposal	Summary
Applicant: Proposal: Description: Location: Dates: Times:	Jojo Krause, Adelaide Marquees & Events Fleurieu Sounds (2 x years) Live music, food trucks and bar (estimated 400 people per event), ticketed - \$20 entry Thomas Street Reserve, Aldinga Beach Saturday 1, 8, 15 and 22 February 2020 4pm-12 midnight
	Thomas Street Reserve cannot currently be supported as an activation site. Council's Economic Growth Officer to work with proponent to consider alternate suitable sites. Should an alternate site be located, community and business engagement will proceed through the standard process. Engagement outcomes will then be presented to Council for a decision.

Attachment 3

Applicant:	Tony Bezuidenhout, Sourc'd Pty Ltd	Thomas Street Reserve cannot currently be supported as an activation site. Council's Economic Growth Officer to work with proponent to consider alternate suitable sites. Should an alternate site be located, community and business engagement will proceed through the standard process. Engagement outcomes will then be presented to Council for a decision.
Proposal:	Locally Sourc'd (2 x years)	
Description:	Licensed food and wine bar, live music, free entry, (estimated 75 people at any one time)	
Location:	Thomas Street Reserve, Aldinga Beach	
Dates:	December 20, 21 and 22 January 10, 11 and 12 January 24, 25 and 26 February 14, 15 and 16	
Times:	Fridays: 6pm-10.30pm Saturdays: 11am-10.30pm Sundays: 12 noon – 8pm	

Food Truck Carnivale

Event People made application to produce a 3 day Food Truck Carnivale via council's permit process in March 2019, prior to the EOI of Foreshore and Coastal Activations launch on 5 June 2019. As a result, a standalone engagement process commenced 19 June 2019, concluding 9 July 2019. Thereafter the engagement results were collated and presented in a Council report and approved at the 20 August 2019 Council meeting.

During the course of the permit approval process, Event People also made application through the Foreshore and Coastal Activations EOI for permit fees to be waived and the use of Council's Outdoor Cinema (in-kind support) for Food Truck Carnivale 2019-20. The matter of the permit fee waiver and in kind support is now referred to Council for a decision. Schedule of permit fees and in-kind support

Proposal		Summary
Applicant:	Scott Hollow, Event People	Approval of permit fees waived and in-kind support (use of council's outdoor cinema)
Proposal:	Food Truck Carnivale (2 x years)	
Description:	Multiple food trucks, kids amusements, bar and outdoor cinema (estimated 2,000 people per day, free entry)	
Location:	Corner Commercial and Seaford Roads, Seaford	
Dates:	8 – 10 November 2019	
Times:	11am-9pm	

Attachment 4

Schedule of Permit Fees to be Waived and In Kind Support Foreshore and Coastal Activations 2019-20		
Proposal (low impact – no engagement required)	Funding Request	Funding (Cash and In-kind) Recommendation
<p>Applicant: Tim Stewart, TJS Events</p> <p>Proposal: Twilight Markets (2 x years)</p> <p>Description: Market stalls, kids amusements and food trucks, free entry (200 attendees per event)</p> <p>Location: Rotary Park, Christies Beach</p> <p>Dates: Friday 6 and 20 December 2019 Friday 3, 17 and 31 January 2020 Friday 14 and 28 February 2020 Friday 13 and 27 March 2020</p> <p>Times: 5pm-9pm</p>	\$12,830	<p>Approve permit and waive permit fees for 2 years</p> <p>\$150 per day x 9 For 2 years = \$2700 Market Value (estimated notional value) permit fee be waived for x 2 years</p> <p>TOTAL \$2700</p>
<p>Applicant: Peter Hillhorst</p> <p>Proposal: Art in the Park (2 x years)</p> <p>Description: Pop-up art exhibition, free entry (150 per event)</p> <p>Location: Rotary Park, Christies Beach</p> <p>Dates: Sunday 3 and 17 November 2019 Sunday 1 and 15 December 2019 Sunday 12 and 26 January 2020</p> <p>Times: 10am-1pm</p>	\$3,000	<p>Approve permit and waive permit fees for 2 years</p> <p>\$76 per day x 6 For 2 years = \$912 <i>(traders on council land per application – 20% discount may apply if operating from both mobile and fixed business premises in the City of Onkaparinga)</i></p> <p>TOTAL \$912</p>
<p>Applicant: Yuki Honda, Yuki Health and Happiness</p> <p>Proposal: Sunset Yoga for all ages (1 x year only), free entry, (20 people per class)</p> <p>Location: On the sand in Port Noarlunga/Moana or Rotary Park, Christies Beach</p> <p>Dates: Friday and Sunday evenings throughout summer</p> <p>Times: 7.30pm-8.30pm</p>	\$500	<p>Approve permit and waive permit fee 1 year</p> <p>\$6.20 per session (weekly min. 3 months non-refundable) = \$85</p> <p>TOTAL \$85</p>
<p>Applicant: Fiona Gardner, Finsart Studio</p> <p>Proposal: International Dance Day Flash Mobs (1 x year only), free, (50-100 participants)</p> <p>Location: Port Noarlunga Jetty and Rotary Park, Christies Beach</p> <p>Dates: Wednesday 29 April 2020</p> <p>Times: 3pm-8pm</p>	\$1,500	<p>Approve permit and waive permit fee For 1 year</p> <p>\$59 per day x 2 events on council land = \$118</p> <p>TOTAL \$118</p>

Applicant:	Rachel Smith, Body Smith Fitness		
Proposal:	Pound in the Park (2 x years)		Approve permit and waive permit fees
Description:	Outdoor fitness class - drum sticks and fit balls, gold coin donation, (20 people per class)		2 years
Location:	Rotary Park, Christies Beach		\$6.20 per session
Dates:	Saturday 12 and 26 October 2019		(weekly min. 3 months non-refundable) = \$170
	Saturday 9 and 32 November 2019		
	Saturday 7 and 21 December 2019		
	Saturday 11 and 25 January 2020		
	Saturday 8 and 22 February 2020		
Times:	5pm-6pm	\$1,125	TOTAL \$170
Proposal (high impact – engagement required)		Funding Request	Recommendation
Applicant:	Jojo Krause, Adelaide Marquees & Events		Site not suitable, Staff to work with proponent on possible alternate suitable location
Proposal:	Fleurieu Sounds (2 x years)		
Description:	Live music, food trucks and bar (estimated 400 people per event), ticketed - \$20 entry	\$8,000 or waive permit fees	
Location:	Thomas Street Reserve, Aldinga Beach		
Dates:	Saturday 1, 8, 15 and 22 February 2020		
Times:	4pm-12 midnight		
Applicant:	Scott Hollow, Event People		\$1,500 Market Value (estimated notional value) permit fee be waived for 2 years
Proposal:	Food Truck Carnivale (2 x years)		\$6,000 CoO outdoor cinema screen hire (in kind) 6 dates for 2 years
Description:	Multiple food trucks, kids amusements, bar and outdoor cinema (estimated 2,000 people per day, free entry)		TOTAL \$7,500
Location:	Corner Commercial and Seaford Roads, Seaford		
Dates:	8 – 10 November 2019	\$10,000	
Times:	11am-9pm		
Applicant:	Tony Mitolo, Pizzateca McLaren Vale		\$13,200 Market Value (estimated notional value) permit fee be waived for x 2 years
Proposal:	Pizzateca Beach (2 x years)		
Description:	Licensed seaside pizzeria, bar and gelato, (estimated 500 attendance each day)	Nil – power and water requested	
Location:	Former kiosk site, opposite Clarrie Eatts Reserve, Aldinga Beach		
Dates:	1 November 2019 – 27 January 2020		
Times:	Mon-Fri: 4pm-10pm, Sat & Sun: 11am-11pm <i>Extended trading hours are proposed for Tuesday 31 December 2019 (New Year's Eve) and Sunday 26 January 2020 (Australia Day long Weekend)</i>		TOTAL \$26,400
Applicant:	Justin McCarthy, Australian Trade Alliance		\$7,050 Market Value (estimated notional value) permit fee be waived for 1 year as fee waiver was applied to Summer at Christies 2017
Proposal #1:	Summer at Christies (foreshore area)		
Description:	Outdoor eatery and bar, live music, free entry, (estimated 500 attendance each day)		
Dates:	12 December 2019 – 27 January 2020		
Times:	Mon-Thurs: 12 noon-10.30pm Fri and Sat: 7am-12am Sun: 7am-9pm <i>Extended trading hours are proposed for Tuesday 31 December 2019 (New Year's Eve) and Sunday 26 January 2020 (Australia Day long Weekend)</i>		TOTAL \$7,050

Proposal #2: Description: Dates: Times:	Cinemas by the Sea, Rotary Park, Christies Beach Outdoor cinema, 6pm - family-friendly movie, 9pm - more mature audiences, free entry Saturday 21 and 28 December 2019 6pm-11pm		Approve permit and waive permit fees for 2 years \$175 x 4 days = \$700 \$4,000 CoO outdoor cinema screen hire (in kind) 4 dates for 2 years TOTAL \$4,700
Proposal #3: Description: Dates: Times:	Summer at Port Willunga (car park) Outdoor eatery and bar, live music, free entry, (estimated 500 attendance each day) 23 December – 9 January 2020 Mon-Thurs: 12 noon-10.30pm Fri and Sat: 7am-12am Sun: 7am-9pm		Proposal withdrawn for 2019.
Applicant: Proposal: Description: Location: Dates: Times:	Filipe and Paula Horta, Hortas Restaurant Cabana Beach Club (2 x years) Licenced lounge area on the sand with food and drink service (from Hortas Kiosk), \$10 entry – cost redeemable on food/drink, (max. 30 people at any one time) On the sand in front of Hortas Restaurant, Port Noarlunga Sat & Sun during November 2019 December 2019: 1, 7, 8, 14-24, 26-31 January 2020: 1-31 February 2020: 1, 2, 8, 9, 15, 16, 22, 23 1 March 2020 12 noon-9pm	\$9,155	\$20,400 Market Value (estimated notional value) permit fee be waived for 2 years TOTAL \$20,400
Applicant: Proposal: Description: Location: Dates: Times:	Sally Scantlebury, Saphron & Scantlebury Onkaparinga Outdoor Cinema Summer Series (2 x years) Ticketed outdoor cinema, food and bar, (estimated 350 people per event) Sauerbier House, Port Noarlunga and Aldinga Bay Surf Lifesaving Club, Aldinga Beach Saturday 18 and 25 January 2020 6pm-10.30pm	\$5,000	\$1018 permit fee be waived for 2 years, \$2,000 CoO outdoor cinema screen hire (in kind) for 2 years \$2,000 CoO outdoor cinema screen hire (in kind) for 2 years TOTAL \$5,018
Applicant: Proposal: Description: Location: Dates: Times:	Tony Bezuidenhout, Sourc'd Pty Ltd Locally Sourc'd (2 x years) Licenced food and wine bar, live music, free entry, (estimated 75 people at any one time) Thomas Street Reserve, Aldinga Beach December 20, 21 and 22 January 10, 11 and 12 January 24, 25 and 26 February 14, 15 and 16 Fridays: 6pm-10.30pm Saturdays: 11am-10.30pm Sundays: 12 noon – 8pm	Nil	Site not suitable. Staff to work with proponent on alternate suitable location

Attachment 5

Permit Conditions to be applied to Foreshore and Coastal Activations 2019-20 (but not limited to):

1. Public Risk Insurance & Professional Indemnity Insurance	The Permit Holder must keep a current public liability risk insurance policy. The policy must insure for the appropriate amount deemed by Council for each claim and must cover injury and loss or damage to persons or property arising out of the Permit Holder's use of the Permit Area.
2. Risk Management Plan	A detailed risk assessment and management plan must be provided for each activation. The plan must demonstrate that all potential risks have been considered and addressed.
3. Compliance with Statutory Requirements	The Permit Holder must comply with any Act of Parliament, Regulation or By-Law relating to the use of the Permit Area. Wherever there is any cost involved in complying with the preceding requirement, the Permit Holder will be responsible for payment of those costs.
4. The permit holder at its own expense:	Maintain the permit area, including all improvements on the permit area in a good, neat and tidy state of repair and condition free from refuse and debris during the term of this permit. Take all reasonable measures to keep the permit area free from vertebrate pests, pest plants and disease and shall not permit the permit area to be or become in any insanitary or unhygienic condition at any time. Not foul or pollute any water in a creek, river, well, dam, reservoir, lake or ocean/sea nor around the permit area at any time, in any way what so ever. Promptly make good any damage caused to the permit area by the permit holder.
5. Noise Control	The Permit Holder is responsible for the control of noise from the permit area and for dealing with any complaints received during the staging of the activation. <ul style="list-style-type: none"> - All reasonable measures must be taken by the Permit Holder to ensure minimal disturbance to local residential properties; - The <i>Environment Protection Act 1993</i> provisions applicable to noise must be complied with and, where necessary, appropriate exemptions sought;

	<ul style="list-style-type: none"> - No application for exemption is to be made without council consent; - Any direction given by an authorised Council Officer must be complied with should they consider that nuisance is being caused; - No public address system (PA) announcements are to be made prior to 8am, or after 6pm and only minimal essential announcements are to be made at all other times; and - PA announcement volume is to be maintained at a reasonably low level so as not to inconvenience other users, local residents or businesses.
6. Alterations	The Permit Holder must not alter or remove any of the existing fixtures and fittings within the permit area nor install any structures or items within or adjacent to the permit area without council's prior written consent.
7. Indemnity	The Permit Holder indemnifies council and accepts all liability for damage and loss to the permitted area, including without limitation on any fixture, fitting, equipment or other property of council at the permitted area during the activation.
8. Termination	<p>The permit may be terminated at any time by council at council's absolute discretion with 14 days' prior notice in writing to the Permit Holder and the Permit Holder will have no right of recourse against council should it choose to terminate this Permit.</p> <p>At the expiration or earlier termination of the permit the Permit Holder must at their own cost remove all improvements and leave the Permit Area in a clean and tidy condition to council's satisfaction.</p>
9. Traffic Management Plan (where relevant)	Where applicable, the Permit Holder must ensure during the term of the permit that a council approved traffic management plan is in place. The Permit Holder is to provide accredited traffic marshals for the term of the permit.
10. Breach	<p>The permit may be terminated immediately without written notice by council if the Permit Holder breaches a condition in their permit - or council may not terminate the permit but give the Permit Holder written notice to remedy the breach within a specified time.</p> <p>If the Permit Holder fails to remedy the breach within the time specified in council's notice then council may terminate the permit at council's absolute discretion.</p>

11. Food and Drink	<p>If the sale or preparation of food is authorised by the Permitted Use, the Permit Holder acknowledges that the Permit Holder is solely responsible for complying with all food standards, legislation and regulations and must keep council indemnified against all claims, loss, demand or liabilities made against council for the Permit Holder's failure to comply with same.</p> <p>The Permit Holder must not allow any alcohol or food to be offered for sale on the Permit Area without the vendor obtaining council's prior written consent. The sale of food will be subject to the provisions of the <i>Food Act 2001</i> and Food Standards Code.</p> <p>This Permit does not negate the Permit Holder's responsibility to obtain any approval necessary under the <i>Liquor Licensing Act 1997</i> and comply with any Dry Zone signage.</p>
12. Notification of Activation	The applicant is required to notify the Emergency Services (SAPOL, SA Ambulance, Fire, St Johns) of the activation and comply with all their requirements, i.e., safety risks to activation participants and other land users, crowd and traffic control.
13. Waste Management and Site Clean Up	It is the responsibility of the Permit Holder to ensure all rubbish and equipment is removed from the activation site at the conclusion of the activation. The Permit Holder is responsible for any remediation or revegetation works required due to damage caused by the activation. If the Permit Holder does not remediate to council's satisfaction, council may remediate and pass the costs on to the Permit Holder.
14. Security	Where relevant, it is the responsibility of the Permit Holder to provide security. If infrastructure and or equipment are going to be set up out of activation hours it the responsibility of the Permit Holder to secure the activation site.

9.6 Quarterly financial update incorporating Budget Review 4

This is a regular or standard report.

Manager:	Anthony Spartalis, Chief Financial Officer
Report Author:	Diane Eckermann, Team Leader Financial Planning and Analysis
Contact Number:	8384 0121
Attachments:	<ol style="list-style-type: none">1. Quarterly financial update for the period to 30 June 2019 (21 pages)2. Budgeted Financial Statements (12 pages)3. Budgeted Carry Forwards from 2018–19 (4 pages)

1. Purpose

This report provides analysis of our actual financial performance to 30 June 2019 compared to the approved budget, analysis of the impact the year-end results at Budget Review 4 and other financial decisions made during the quarter have on the 2018–19 Budget and our Long Term Financial Plan.

This report also provides commentary in relation to various financial risks arising as a result of changes proposed and already made across the government sector that **could significantly impact council's long term financial sustainability, and outlines** the activities we are currently undertaking to mitigate these.

2. Recommendations

- 1. That Council note the quarterly financial update provided in the agenda report and attachment 1 to the agenda report, specifically noting the following:**
 - that no significant variations have been identified as part of the year-end analysis at Budget Review 4 that would have impacted the 2019–20 Budget or rate increase adopted by Council on 16 July 2019.**
 - the impact of the carried forward operating projects of \$2.9m will affect the operating result when incorporated into the 2019-20 Budget.**
- 2. That Council approve the draft actual results for the year ended 30 June 2019 as discussed in this report and presented in the Budgeted Financial Statements (attachment 2 to the agenda report).**
- 3. That Council approve the carried forward budgets detailed in the agenda report and attachment 3 to the agenda report be incorporated into the 2019–20 Budget.**

3. Background

The Local Government *(Financial Management) Regulations 2011* (the Regulations) specify the number and timing of budget reviews that must be considered by Council following adoption of the budget.

At its meeting on 3 July 2018 Council adopted the 2018–19 Budget and in accordance with the Regulations resolved (in part) that:

The budget will be reviewed four times during the financial year for the periods ended:

- 30 September 2018
- 31 December 2018
- 31 March 2019
- 30 June 2019 (as part of our year-end financial processes).

At its meeting on 11 September 2018 Council approved the 2018–19 carry forwards. These carry forwards were endorsed by the Audit, Risk, Value and Efficiency Committee on 24 September 2018.

At its meetings on 19 February 2019 and 21 May 2019 Council approved Budget Review 1 and 2, and 3 respectively.

4. Financial Implications

This report and its attachments provide analysis of the current and long term financial impacts of the year-end results at Budget Review 4.

After allowing for proposed carry forwards of \$11 million, the impact of Budget Review 4 for 2018–19 is a net funding surplus of \$2.07 million. The funding surplus is proposed to be transferred to the Contingency Reserve resulting in a balanced funding position.

Should Council resolve to transfer the \$2.07 million funding surplus to the Contingency Reserve, the balance of the Contingency Reserve will be \$9.8 million at Budget Review 4, including the following specific items:

- **ICT Reform Project \$2.9 million**
 - Remaining approved funding from the original \$6 million for the project.
- **High priority initiatives \$1.2 million**
 - Remaining approved funding from the original \$1.25 million to support high priority initiatives aligning with our Sport and Active Recreation Strategic Management Plan, as per Council's resolution of 8 November 2016 (including BMX Park, Port Noarlunga South soccer ground and O'Sullivan Beach Sports Ground retaining wall).
- **Operating efficiencies from BR4 to reduce to the 2019-20 rate increase \$150k**
 - As part of the 2019-20 Budget Elected Member workshops it was decided that \$150k in savings from efficiencies from BR4, be used to reduce the rate increase to 1.6 per cent.
- **Aldinga Bay Surf Lifesaving Club \$47k**
 - Remaining approved funding of the original \$90,000 for demolition works and design of replacement clubrooms.

After allowing for these items the balance of the Contingency Reserve is \$5.5 million (approximately 4 per cent of rate revenue). The 2019–20 Budget commitments are a net \$0.68 million transfer from the Contingency Reserve.

The Contingency Reserve is required to be maintained at a minimum of approximately 2 per cent of rate revenue to ensure adequate funds are maintained to provide capacity to respond to potential impacts of the current economic environment and provide the ability to absorb shocks from unforeseen events.

The financial implications of various risks Council is currently exposed to are also outlined in this report and its attachments.

5. Risk and Opportunity Management

Risk	
Identify	Mitigation
Failure to effectively manage council's financial resources in the short, medium and long term potentially results in council's financial sustainability being impaired	The financial implications of recommendations to Directors Group, Council or any of Council's sub committees are outlined in each report considered by these bodies. In addition the financial planning and budgetary process and quarterly budget reviews provide appropriate financial analysis for consideration by Council to ensure financial resources are effectively managed in the short, medium and long term to achieve financial sustainability.
Failure to comply with timelines specified in Section 9 of the Regulations.	Budget reviews have been scheduled for Council consideration in accordance with the requirements of the Regulations.
Failure to effectively manage financial risks arising as a result of changes proposed and already made across the government sector that could significantly impact council's long term financial sustainability.	Mitigation activities in relation to significant financial risks are outlined in this report and its attachments.

6. Additional information

The quarterly financial analysis and commentary in relation to significant financial risks is presented at attachment 1 to this report.

FINANCE

Quarterly Financial Update As at June 2019

Diane Eckermann

Team Leader Financial Planning and Analysis

Anthony Spartalis

Chief Financial Officer



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EXECUTIVE SUMMARY

Actual to Approved Budget (Budget Review 3) Variance - Actual to budget variances for the period to 30 June 2019 include the following key items:

- 2018–19 carry forward budgets totalling \$11 million (as detailed in attachment 3 to this report) that have been transferred from accumulated surplus to the Committed Expenditure Reserve in the 2018–19 draft actuals.
- Increase in Depreciation of \$878,607 from year end asset revaluations
- Adjustment to leave provisions of \$2.14m included in Employee costs (see Table 1 below).

2018–19 Year End Analysis at Budget Review 4 – gives rise to a net funding surplus of \$2.07 million across the four departments after carry forwards, reserve transfers and excluding loans, depreciation, leave provision adjustments and other corporate transfers, due to the following factors:

- Operating savings of \$1.3 million, predominantly in contractual services and offset by an increase in employee costs relating to leave provision adjustments
- Increased operating income of \$487,000, predominantly due to insurance and other recoupments
- Net capital project savings of \$262,000.

It is proposed that the \$2.07 million funding surplus at Budget Review 4 be transferred to the Contingency Reserve resulting in a balanced funding position.

Should Council resolve to transfer the \$2.07 million funding surplus to the Contingency Reserve, the balance of the Contingency Reserve will be \$9.8 million at Budget Review 4, including the following:

Project	Reserve Balance 30 June 2018	Council resolution of allocations	Transferred from/to the Reserve 2018–19	Balance of allocation remaining in the Reserve at BR4
ICT Reform	\$6.0m	\$6.0m	\$3.10m	\$2.90m
High priority Initiatives SARS BR1	\$1.25m	\$1.25m	\$0.04m	\$1.21m
Aldinga Bay Surf Lifesaving Club replacement BR1		\$0.09m	\$0.04m	\$0.05m
BR1 deficit			\$0.10m	
2018–19 Net Original Budget transfers			\$1.99m	
BR2 Surplus			(\$0.15m)	
Maintain minimum of approximately 2% of rate revenue to provide the ability to absorb shocks from unforeseen events.	\$2.6m			\$2.6m
BR3 Surplus			(\$0.25m)	
Unallocated funds	\$2.8m			\$0.97m
BR4 Surplus			(\$2.07m)	\$2.07m
Total	\$12.6m		\$2.8m	\$9.8m

INTRODUCTION

This document provides an overview of the following:

- **Actual Year-End Position** - analysis of our draft actual financial performance to 30 June 2019 compared to the approved budget.

Information is provided as follows:

- **Operating Position and Capital Expenditure Summary format** – actual performance and the expected year-end position is presented in this format to align better with the financial statements. The Operating Position and Capital Expenditure Summary provides a summary of all of council's income and expenditure (capital, operating and incorporates debt and reserve transfers).
- **Budgeted financial statements** - attachment 2 includes a set of draft actual and budgeted financial statements.
- **Significant financial risks** – as requested by the Audit, Risk, Value and Efficiency Committee (ARVEC), significant financial risks that could significantly impact council's long term financial sustainability are identified and rated with a summary of the activities currently being undertaken to mitigate these.
- **Long Term Financial Plan Implications** – Council continues to be exposed to various financial risks arising predominantly from changes proposed and already made across the government sector. We continue to work with the LGA and have been advocating directly on the:
 - Local Government rate capping
 - Housing SA stock transfers to NGO Housing Associations
 - *Planning, Development and Infrastructure Act 2016*
 - EPA levy increases
 - Dog and Cat Management (Miscellaneous) Amendment Bill 2015
 - ESCOSA water pricing requirements
 - Electricity pricing
 - ICT Reform project
 - Co-mingled recycling market
 - Local Government (Fixed Charges) Amendment Bill 2018
 - Valuation of Land (Separate Valuations) Amendment Bill 2018.

ACTUAL VS APPROVED BUDGET AS AT 30 JUNE 2019

We have analysed our actual performance to 30 June 2019 against our approved budget for the same period. Table 1 below presents this analysis. Variances between actual and budget either results from:

- **Actual budget variations** (where actual dollar amounts are different to budget)
- **Timing differences** (where actual spend is now forecast to occur later than originally budgeted however the dollar amount budgeted is unchanged).

Significant variances, being those greater than +/- \$50,000 and +/- 5%, are explained below the table:

TABLE 1: OPERATING POSITION AND CAPITAL EXPENDITURE SUMMARY (INCORPORATING DEBT AND RESERVE TRANSFERS)

ACTUAL VS APPROVED BUDGET YEAR TO DATE (30 JUNE 2019)

\$'000	Actual YTD	Approved Budget YTD	Variance Fav/(Unfav) YTD	Variance % YTD	Note	Approved Budget (BR3)
Operating Activities						
Income						
Rates revenue	136,297	136,155	141	0.1%		136,155
Statutory charges	3,343	3,597	(254)	(7.1%)	1	3,597
User charges	6,298	6,518	(221)	(3.4%)		6,518
Grants, subsidies and contributions	20,370	20,420	(50)	(1.4%)		20,420
Investment income	47	168	(121)	(72.0%)	2	168
Reimbursements	1,399	1,409	9	0.7%		1,409
Other income	1,955	850	1,105	130%	3	850
Total Income	169,709	169,118	591	0.3%		169,118
Expenditure						
Employee costs	67,613	67,078	(535)	(0.8%)		67,078
Contracts	40,682	44,417	3,735	8.4%	4	44,417
Materials	12,472	12,661	189	1.5%		12,661
Depreciation	34,426	33,547	(879)	(2.6%)		33,547
Finance costs	3,612	3,358	(254)	(7.6%)	5	3,358
Other	14,141	13,995	(146)	(1.0%)		13,995
Total Expenditure	172,946	175,056	2,110	1.2%		175,056
Operating surplus/(deficit)	(3,237)	(5,938)	2,701	45.5%		(5,938)

Attachment 1

	Actual	Approved Budget	Variance Fav/(Unfav)	Variance %	Note	Approved Budget
\$'000	YTD	YTD	YTD	YTD		(BR3)
Capital Projects						
Renewal						
Project expenses	27,354	36,387	9,032	24.8%	6	36,387
Less:						
Grants, subsidies and contributions	3,966	4,026	(60)	(1.5%)		4,026
Developer contributions	-	-	-			-
Other income	1,747	2,278	(531)	(23.3%)	7	2,278
Net Renewal Expenditure	21,641	30,083	8,442	28.1%		30,083
New and Significant Upgrades						
Project expenses	16,058	27,318	11,259	41.2%	8	27,318
Less:						
Grants, subsidies and contributions	3,060	7,515	(4,55)	(59.3)%	9	7,515
Developer contributions	537	294	244	83.1%	10	294
Net New and Significant Upgrade Expenditure	1,461	19,509	7,048	36.1%		19,509
Net Capital Project Expenditure	34,102	49,592	15,490	31.2%		49,592

Attachment 1

	Actual	Approved Budget	Variance Fav/(Unfav)	Variance %	Note	Approved Budget
\$'000	YTD	YTD	YTD	YTD		(BR3)
Other						
Loans						
New Loans	8,720	7,884	836	10.6%	11	7,884
Less:						
Loan principal repayments	2,357	3,277	920	28.1%	12	3,277
Net Loan Movement	6,363	4,607	1,756	38.1%		4,607
Reserves						
Transfer from reserves	23,500	28,040	4,540	16.2%	13	28,040
Less:						
Transfer to reserves	23,594	6,638	16,956	255.4%	14	6,638
Net Reserve Movement	94	21,402	21,496	100.4%		21,402
Adjustments:						
Depreciation – included in operating result, funded by renewal	34,426	33,547	879	2.6%		33,547
Less:						
Grants, subsidies and contributions (renewal) – included in operating result	3,966	4,026	60	1.5%		4,026
Net Adjustments	27,771	29,521	1,750	5.9%		29,521
Surplus / (Deficit)	(611)	-	(611)			-

*The balanced budget above is calculated by - Operating surplus/(deficit) less Net Capital Project Expenditure incorporating debt and reserve transfers.

The following items are not included in this report but are required by the Australian Accounting Standards to be included in Council's Financial Statements:

- Council's share of operating profit from equity accounted investees include SRWRA \$277,000 and the Council Solutions Regional Authority (CSRA) \$62,000. This represents a share of equity rather than actual income but is requirement to be included in the Financial Statements.
- Recognising \$2.35 million income received in 2018–19 for Special Local Road Program (SLRP) in 2019–20 and 2020–21 and \$0.5 million SLRP funding for Justs Rd, Aldinga.

Attachment 1

	Actual	Approved Budget	Variance Fav/(Unfav)	Variance %	Note	Approved Budget
\$'000	YTD	YTD	YTD	YTD		(BR3)
Represented as						
Core Activities and Projects						
Operating activities	70,524	70,913	389	0.5%		70,913
Capital projects	21,867	29,894	8,027	26.9%		29,894
Net Core Expenditure	92,391	100,807	8,415	8.3%		100,807
Value Added Activities and Projects						
Operating activities	31,851	35,231	3,379	9.6%		35,231
Capital projects	(226)	190	415	219.1%		190
Net Value Added Expenditure	31,625	35,421	3,795	10.7%		35,421
New and Significant Upgrade Activities and Projects						
Operating activities	3,379	3,118	(261)	(8.4%)		3,118
Capital projects	12,461	19,509	7,048	36.1%		19,509
Net NSU Expenditure	15,840	22,627	6,787	30.0%		22,627
Funded by:						
Rates (excluding CWMS)	132,978	132,846	131,820	0.1%		132,846
Loans	6,362	4,607	1,755	38.1%		4,607
Reserves	(94)	21,402	21,496	(100.4%)		21,402
Surplus / (Deficit)	(611)	-	(611)			-

SIGNIFICANT VARIANCE ACTUAL VS APPROVED BUDGET YEAR TO DATE (30 JUNE 2019)

Note	Description	Variance \$'000	Variance %	Comment
Operating Activities				
1	Statutory charges	(254)	(7.1%)	Predominantly relates to the change in collection of dog registration fees through the Dog and Cat Management Board (DCMB) and Animal fines. In addition, lower than anticipated Development Fees (\$116,000).
2	Investment income	(121)	(72.0%)	Lower than anticipated interest income received.
3	Other income	1,105	130%	Variance predominantly relates to insurance and other recoupments \$1.4m.
4	Contractual services	3,735	8.4%	This variance includes \$260k in reserve transfers and \$2.8m of carried forward project expenditure (see detail of net carry forwards in attachment 3 to this report).
5	Finance costs	(254)	(7.6%)	Primarily relates to interest on short term drawdowns.
Capital Projects				
Renewal				
6	Project expenses	9,033	24.8%	This variance in project expenditure predominately relates to carry forwards of \$8.5 million (see detail of net carry forwards in attachment 3 to this report).
7	Other income	(531)	(23.3%)	Income from sale of plant less than anticipated.
New and Significant Upgrades				
8	Project expenses	11,259	41.2%	This variance in project expenditure predominately relates to transfers back to reserve \$7.1 million with the more significant transfers including Major Projects \$1.6 million, Open Space \$1.2 million and Revolving Resources \$1 million. This is partially netted off by \$2.1 million of income transferred to reserve. Carry forwards of \$4.1 million (see detail of net carry forwards in attachment 3 to this report) and reserve transfers.
9	Grants, subsidies and contributions	(3,943)	(52.5%)	Income variance includes carried forwards in relation to the expenditure above \$1.6 million including Justs Road, Aldinga (\$537,000) and Hackham Sports Unisex Change Room (\$500,000) (see more detail of other carry forwards in attachment 3 to this report) and reserve transfers.
10	Developer contributions	244	83.1%	Developer contributions received for open space \$244,000.
11	New Loans	836	10.6%	New borrowings are from cash advance debentures to cover our cash flow requirements including expenditure from the previous year.
12	Loan Principal repayments	920	28.1%	The repayments made during the year align with the repayment schedule and budget of our fixed and variable loans. Repayment to cash advance debenture balances are less than anticipated.
13	Transfer from reserves	4,540	16.2%	Various budgeted reserve funded projects and services with remaining budgets at end of year are required to be returned to the reserves resulting in the actual transfer from reserve being less than budgeted.
14	Transfer to reserves	16,956	255.4%	The carry forwards of \$11 million are transferred to the Committed Expenditure Reserve at end of year to be transferred from the reserve in 2019-20 to be included in the 2019-20 Budget. Funding surplus of \$2.07 million transferred to the Contingency Reserve. Various reserve funded activated with remaining balances are required to be returned to the reserves at end of year.

2019-20 BUDGET IMPLICATIONS

In performing the year end analysis at Budget Review 4 and proposing the draft actuals for 2018-19, no significant variations have been identified that would have impacted the 2019-20 Budget or rate increase adopted by Council on 16 July 2019.

The operating carry forward projects of \$2.9 million will however affect the operating result when incorporated into the 2019-20 Budget.

LONG TERM FINANCIAL PLAN IMPLICATIONS

Finally we have considered the impact of the proposed budget at Budget Review 4 and other decisions of Council during the quarter have on our Long Term Financial Plan.

Table 4 below highlights council's financial performance against our Key Financial Indicators incorporating the above impacts over the 10 year period 2019-20 to 2028-29.

TABLE 4: FINANCIAL PERFORMANCE AGAINST KEY FINANCIAL INDICATORS

Key financial indicators	Target	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29
Asset sustainability ratio	90% -110%										
Operating surplus ratio	>0%										
Net financial liabilities ratio	<100%										
Interest cover ratio	<5%										
Asset consumption ratio	40-80%										
Adjusted Liquidity Ratio	<=30 days										
Debt servicing	<10%										
Level of borrowings	<100%										



Benchmark met



Marginal under-performance [$<10\%$]



Material under performance [10% or more]

Commentary in relation to changes in long term financial performance

As depicted in Table 4, based on the current assumptions in the LTFP, council is not expected to meet all targets over the 10 year period 2019-20 to 2028-29. The areas of under-performance relate to the Operating Surplus Ratio, Net Financial Liabilities Ratio, Adjusted Liquidity Ratio, Debt servicing and Level of Borrowings. The modelled results in the table above, demonstrates debt as the balancing item to fund all ongoing activities currently in the LTFP to maintain a balanced budget.

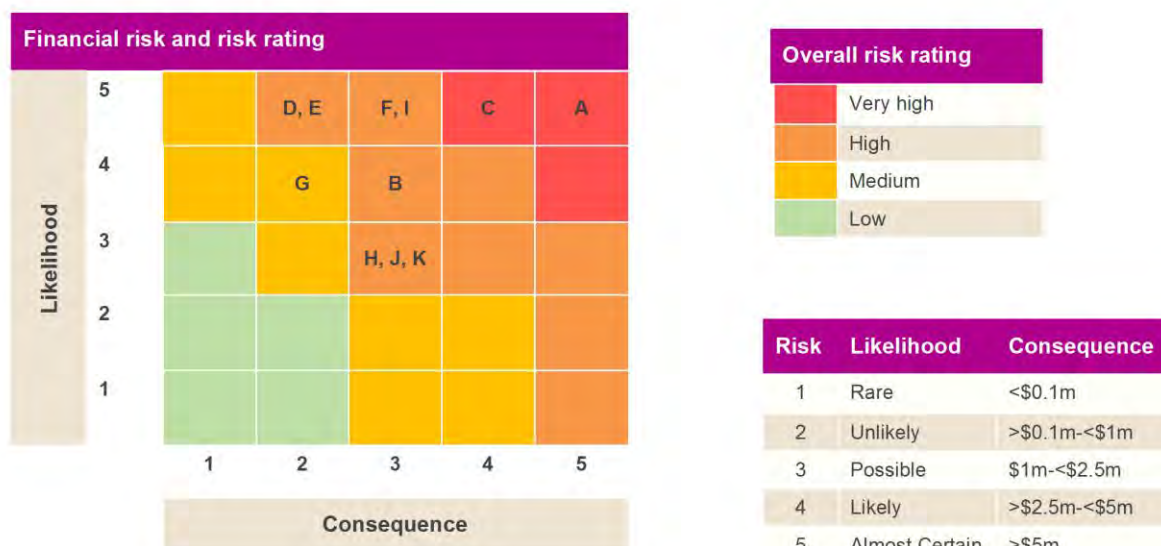
Significant change is required to projected services, projects or revenue to bring all indicators back into line with the KFI targets to ensure Council maintains long term financial sustainability over the ten year horizon. This LTFP information was included in the Draft Budget 2019-20 for community engagement purposes presented to Council at the Special Council meeting on 4 June 2019.

Workshops between the Elected Members and Administration are planned to work through potential solutions to bring indicators back in line to ensure long term financial sustainability.

SIGNIFICANT FINANCIAL RISKS

There are a number of financial risks arising largely as a result of changes proposed and already made across the government sector that could significantly impact council's long term financial sustainability. Table 5 below provides details of the financial risks identified and our risk rating for each risk.

TABLE 5 FINANCIAL RISK AND RISK RATING



Risk	Description	Risk	Description
A	Local Government reform and rate capping	G	Electricity pricing
B	Housing SA stock transfers to NGO Housing Associations	H	ICT Reform project
C	Planning, Development and Infrastructure Act 2016	I	Co-mingled recycling market
D	EPA levy increases	J	Local Government (Fixed Charges) Amendment Bill 2018
E	Dog and Cat Management (Miscellaneous) Amendment Bill 2015	K	Valuation of Land (Separate Valuations) Amendment Bill 2018
F	ESCOSA water pricing requirements		

Table 6 below provides details of advocacy activities performed to date in relation to each of the risks identified, advocacy outcomes (including any financial implications for council) and next steps.

Table 6 Advocacy activities, outcomes and next steps

Risk A: Local Government reform and rate capping

Advocacy activities to date	Outcomes (if applicable)	Next steps
<p>When the Liberal Party won the State Election in March 2018 they were committed to delivering their election promise implementing rate capping overseen by ESCOSA.</p> <p>They proposed that their capping policy would allow for indexation in line with LGPI, commit to no cost shifting from other tiers of government and allow a council to be recognised as a growth council.</p> <p>On that basis the area of most concern for council based on our current rating approaches is where council increases rates to fund changes in service levels.</p> <p>The current Liberal policy position is that clear community support for such items must be established.</p>	<p>The State Government introduced the Local Government (Rates Oversight) Amendment Bill 2018 (the Bill) in the House of Assembly on 20 June 2018. The Bill was passed by the House of Assembly on 25 July 2018.</p> <p>At its meeting of 31 July 2018 Council resolved it would not support the Bill, aligning itself to the outcomes of the LGA Special General Meeting on 13 July 2018.</p> <p>While the Bill had a majority support in the lower house, there is no clear majority in the upper house.</p> <p>Subsequently, while the Bill was proposed to be introduced to the Upper House in September 2018, the state government has chosen to put the Bill on hold. In part in response to this lack of upper house support and in part to await the outcomes of the 2018 local government elections.</p> <p>A report was presented to Council on 4 September 2018 presenting options to engage with the community on the impacts of the Bill. Council resolved to reconsider in early 2019 (following the local government elections). Given the Bill's current hiatus, this item is also on hold.</p>	<p>Over April 2019, the state government undertook preliminary engagement on its broader local government reform agenda.</p> <p>We expect the Bill to remain on hold while further work is undertaken in partnership with the community and local government sector.</p> <p>We will participate in partnership with the government and the LGA to deliver local government reforms that will result in real and lasting benefits for communities.</p> <p>The Council will be updated as this initiative is progressed.</p>

Risk B: Housing SA stock transfers to NGO Housing Association

Advocacy activities to date	Outcomes (if applicable)	Next steps
<p>Initially proposed in 2012–13 with 10 per cent of the City of Onkaparinga housing stock proposed to transfer over the period to 2018-19:</p> <ul style="list-style-type: none"> All such properties comply for mandatory 75 per cent rate rebates unless the Minister gazettes rebate exemptions Proposed rebate exemptions included in the First Draft Local Government (Accountability and Governance) Amendment Bill 2015 Exemptions quashed by Minister Rau July 2015 and removed from Bill Minister Rau advised matter to negotiate between Council and State at transfer. <p>Advocacy for exemptions through the LGA on behalf of the industry.</p> <p>Further advocacy undertaken through Inquiry on Rate Capping and through feedback on the 'Local Government (Rate Increases) Amendment Bill 2016'.</p> <p>A further batch of 4,000 transfers was actioned in 2016–17 but did not impact the City of Onkaparinga.</p> <p>The 4,000 transfers impacted 2 of the metro councils and approximately 8 rural councils.</p> <p>The State advised that there would not be any moratorium on the 75 per cent mandatory rebate for Housing Association properties.</p>	<p>Only two additional properties have been transferred to Associations over the past year but there has been an overall increase of 699 properties since 2008-09. We anticipate that once the current divesting project is finished, that a further staged project will be developed which may involve divesting properties within our council area.</p> <p>Our LTFP has included a \$60,000 increase in rate rebates each year for 4 years ending 2018–19. This represents an overall \$240,000 increase in rebates, equivalent to 10 per cent of the \$2.4 million worst case scenario for Council (i.e. if all Housing SA stocks transfer to NGO Housing Associations in our city).</p> <p>As Housing SA continues to lease further properties to eligible Housing Associations and as valuations and rates increase each year, it may be prudent for Council to consider a further ongoing Budget provision for increasing rebate levels on these properties.</p>	<p>Continue ongoing advocacy through the LGA and any other available political opportunities.</p> <p>A review of the <i>Local Government Act 1999</i> is anticipated to be undertaken in the near future and may provide avenues for further advocacy for exemptions for these rebates. It should be noted however that previously the State Government have indicated they would not change their position in regard to this matter.</p>

Risk C: Planning Development and Infrastructure Act 2016

Advocacy activities to date	Outcomes (if applicable)	Next steps
<p>The <i>Planning, Development and Infrastructure Act 2016</i> came into effect on 21 September 2016, with a number of elements of the Act coming into effect since then.</p> <p>Council has reviewed and provided submissions on a number of elements of the PDI Act, in response to public consultation, including:</p> <ul style="list-style-type: none"> • Discussion paper submissions on Natural Resources and Environment, Integrated Movement Systems, and Productive Economy • Draft Assessment Regulations and Practice Directions • Accredited Professionals Scheme • Planning and Design Code – Phase One • Assessment Pathways • Performance Indicators • Community Engagement Charter • Building reform (Ministerial Building Standards) • State Planning Policies. • South Australian Parliamentary Inquiry on Heritage Reforms. 	<p>The Act has established:</p> <ul style="list-style-type: none"> • the State Planning Commission • the Community Engagement Charter • the Planning and Design Code • Practice Directions • design Standards • the creation of Environment and Food Production Areas to contain urban growth • the ability for councils to 'regionalise' through planning agreements and joint planning boards • new assessment pathways • amended infrastructure delivery scheme mechanisms • online e-planning regime. <p>The new Council Assessment Panels (CAP) came into effect on 1 October 2017 and Council appointed new members of the CAP on 13 June 2017.</p> <p>In April 2018, the Minister for Planning approved the Community Engagement Charter and it is now in effect.</p> <p>The State Planning Policies were gazetted on 31 January 2019.</p> <p>The Accredited Professionals Scheme came into effect on 1 April 2019, which requires building officers to be accredited by July 2019 – CAP independent members and the Assessment Manager can now apply to become accredited with planning officers by July 2020.</p> <p>Consultation has closed on the draft Regulations and Performance Indicator discussion papers. They are as a whole yet to come into effect.</p> <p>On 1 July 2019, Phase 1 of the new planning system became operational in outback areas. Three Land Not Within a Council Area (LNWCA) development plans have been revoked and replaced with the new Planning and Design Code. In addition, five new sets of Regulations commenced (as the <i>Planning, Development and Infrastructure (General)(Development Assessment) Variation Regulations 2019</i>)</p>	<p>The Mayor, Elected Members and staff continue to work with the LGA to advocate for appropriate Regulations to be drafted in response to Council's concerns.</p> <p>Council will continue to provide feedback through formal submissions as the proposed changes are being rolled out.</p> <p>Council staff will continue to provide input to draft zones and review the draft Planning and Design Code to ensure Council's views are being represented in policy.</p>

Risk D: EPA levy increases

Advocacy activities to date	Outcomes (if applicable)	Next steps
<p>Significant increases in the EPA levy have regularly been occurring since 2010–11 with advocacy activities taking place from this point.</p> <p>A submission made to State Government by the LGA in April 2015 in response to their draft State Waste Strategy 2015 questioned the policy, strategy development and application and use of the levy.</p> <p>In 2018 State Government announced that they will be using the fund to support home solar rebates and loan scheme.</p> <p>In response to the most recent increases announced in the 2019 State Budget council included in its submission to the parliamentary enquiry advocacy around use of funds collected via the waste levy.</p>	<p>The significant price increases in the levy announced by State Government have been incorporated into the Budget and LTFP as follows:</p> <ul style="list-style-type: none"> • 2016–17 – \$62 per tonne July to August and \$76 per tonne from September • 2017–18 – \$87 per tonne • 2018–19 – \$100 per tonne • 2019–20 – \$110 per tonne July to December and \$140 per tonne from January. <p>Approximately 40,000 tonnes of rubbish are subject to this levy annually.</p>	<p>Ongoing advocacy through the LGA and any other available political opportunities.</p> <p>The LGA will continue to advocate for the release of money in the Green Industries Fund (previously the Waste to Resources Fund) for projects to generate environmental and employment outcomes for our communities.</p> <p>We will continue to reinforce to our communities the dollars collected by councils on behalf of other spheres of Government.</p>

Risk E: Dog and Cat Management (Miscellaneous) Amendment Bill 2015

Advocacy activities to date	Outcomes (if applicable)	Next steps
<p>The Dog and Cat Management (Miscellaneous) Amendment Bill 2015 was introduced to the Legislative Council on 18 November 2015.</p> <p>At its meeting on 16 June 2016 Council considered a report on the Amendment Bill and approved a council submission in response to the public consultation and the proposed amendments.</p> <p>The submission was sent to the Dog and Cat Reforms – Conservation and Land Management Branch of the State Government Department of Environment, Water and Natural Resources.</p> <p>Regulations to give effect to the amended Act were also prepared. Council approved a response to public consultation at its meeting on 8 November 2016.</p> <p>New Regulations commenced on the 1 July 2017 prescribing matters relating to the identification of dogs and cats, de-sexing requirements and the percentage of registration fees received by council that must be paid into the fund (24 per cent).</p>	<p>The Dog and Cat Management Amendment Bill was passed in July 2016.</p> <p>The main changes to the Act are:</p> <ul style="list-style-type: none"> • Microchipping – introducing the requirement for all dogs and cats over a certain age to be microchipped. • De-sexing – introducing the requirement for all new generations of dogs and cats to be de-sexed. • Breeders – introducing a requirement for anyone who breeds dogs and cats for sale to register as a breeder. • Sellers – introducing a requirement for certain information to be provided to the buyer. • Council Powers – councils to have greater powers to administer and enforce the Act including increases in some expiations and penalties. • Assistance Dogs – changes to who can accredit animals. • Registration – registration classes have been refined to a standard dog (a dog that is both microchipped and de-sexed) and non-standard dog. The Board recommends council's offer a 50 per cent rebate on standard dogs. • The Board is implementing a centralised registration scheme known as Dogs and Cats Online (DACO). 	<p>Dogs and Cats Online went live for the 2018–19 registration renewal period.</p> <p>The Dog and Cat Management Board increased their portion of registration income from 20-24 per cent and also retain a portion of late fee income that had previously been excluded from the fund. While this decision is being challenged the increase in our contribution to the Fund has required an increase in dog registration fees.</p> <p>Regulation of new laws, particularly mandatory microchipping and de-sexing is impacting on resources with the follow up of non-microchipped, non-de-sexed and unregistered dogs increased from approximately 1,800 dogs in 2017–18 to 6,000 dogs in 2018–19. In the 2018–19 these costs have not fully been offset by dog registration revenue or fines.</p> <p>Positively the percentage of standard dogs (dogs that are both microchipped and de-sexed) continues to rise with 95 per cent of registered dogs microchipped and 82 per cent of registered dogs de-sexed.</p>

Risk F: ESCOSA water pricing requirements

Advocacy activities to date	Outcomes (if applicable)	Next steps
<p>The Essential Services Commission of SA (ESCOSA) has been gradually phasing in the requirement that small and intermediate water retailers achieve compliance with the National Water Initiative Pricing Principles. This includes the adoption of Full Cost Recovery Pricing (FCR) as a requirement for the sustainable operation of a water scheme.</p> <p>ESCOSA have not yet set a date by which full compliance is required and are currently consulting on their regulatory approach to these retailers.</p> <p>It is expected that pricing in line with the NWI will remain a requirement through ESCOSA's review.</p> <p>Applying FCR is expected to lead to price increases to its customers for both of council's retail licences.</p>	<p>Under our intermediate water retail licence, Community Wastewater Management System (CWMS) we have:</p> <ul style="list-style-type: none"> Adopted a Full Cost Recovery pricing model for our CWMS business from 2017–18 but negotiated with ESCOSA for a 5 year transition before applying it in full. Provided a CWMS rate rebate for 2017–18, 2018–19, and 2019–20 to CWMS customers to enable the transition to FCR Adopted a CWMS pricing policy position whereby the case for a customer rebate will be assessed through the annual budget process against the forecast funds required to sustainably manage the scheme. 	<p>CWMS pricing will continue to transition to Full Cost Recovery and balance the requirements to sustainably manage the schemes.</p> <p>We do not anticipate any update on this item to impact on the water business until ESCOSA release a new price determination or revoke their current one.</p>

Risk G: Electricity pricing

Advocacy activities to date	Outcomes (if applicable)	Next steps
<p>South Australia has experienced significant increases in electricity prices over the last two years.</p>	<p>Provision for significant fluctuations in electricity prices was built into our 2017–18 budget totalling \$520,000.</p> <p>We were able to offset some of these increases through part year savings of \$430,000 as a result of the changeover of over 12,000 street lights LED lighting (now completed).</p> <p>The full year LED lighting savings of \$630,000 have also been reflected in the 2018–19 Budget.</p>	<p>Investigations into options for future electricity procurement, with a focus on reducing costs and exposure to market volatility, are currently underway.</p> <p>Further details on pricing beyond 2020 will likely be known in late May 2019 via an approach to market undertaken by the LGA on behalf of the sector. We will continue to implement energy efficiency measures.</p>

Risk H: Information and Communications Technology (ICT)

Advocacy activities to date	Outcomes (if applicable)	Next steps
<p>Over the period April to September 2017 Council considered a number of reports and held a number of workshops in relation to the ICT Reform project.</p> <p>Business case identified \$5 million of productivity savings and \$8 million of cashable savings (avoided costs) per annum.</p> <p>Project delay experienced in 2017–18 resulting in investment in existing system based on risk.</p> <p>Agreement to proceed reached at Special Council Meeting was held on 4 September 2018.</p> <p>ICT Reform Project progress to date:</p> <ul style="list-style-type: none"> contracts with the vendor were executed and project commenced consultation with staff commenced project manager appointed two internal staff members appointed to roles to support the project internal project team has been formed and meetings commenced sub project teams for integration and ECM (electronic content management) formed internal working group formed and meets monthly resource plan developed communications plan has been developed and being delivered Phase 1 commenced to deliver Human Resources, Payroll, Finance, Stores and Procurement modules other ICT Reform Projects identified and scheduled. 	<p>Outcomes in the near future may include the following:</p> <ul style="list-style-type: none"> solution design documentation for Phase1 modules, reviewed and approved test scripts developed monitoring of the people impacts of the OneCouncil project occurring migration of data commenced stage 1 of new corporate website delivered telephony system software upgrade commenced ECM module migration from on premise to Cloud well under way ICT Reform Project Steering Committee had first meeting migration to Office 365 suite commenced recruitment for Project Team continued. <p>Roadshows to Council employees well attended by over 300 staff, giving staff opportunity to see software and provide feedback.</p>	<p>The next steps of the ICT Reform Project include the following:</p> <ul style="list-style-type: none"> Phase One Data migration to be completed user acceptance testing to commence staff training to be carried out securing a dedicated training and working space for project team to be progressed planning for Phase 2 modules to commence leader sessions to be delivered to discuss with leaders their role in the project and change management project team members' recruitment finalisation stage 2 of corporate website to commence migration to Office 365 suite to be completed ECM cloud migration to be delivered stage 1 upgrade to telephony system to be delivered.

Risk 1: Co-mingled Recycled Market

Advocacy activities to date	Outcomes (if applicable)	Next steps
<p>In late 2017, China significantly tightened standards for the allowable contamination in imported products. This has resulted in a dramatic reduction in amount of recyclables imported by China and significant falls in international commodity prices.</p> <p>SKM Recycling, our contracted recycling processor received several EPA orders in early 2019 which forced a shut down in operations</p> <p>The following temporary measures were put in place to continue kerbside recyclables collections</p> <ul style="list-style-type: none"> Interim agreement with NAWMA to process recyclables however due to the volume of recyclables we produce this was only viable for short term Short term agreement reached with VISY to ensure continuity of kerbside recyclables service. 	<p>At a special Council meeting on 12 March 2019 council voted to switch recyclables processor from SKM to VISY.</p> <p>This change has increased the budget required for recyclables collection and processing mainly due to additional transport costs of getting the product to the processor.</p> <p>The SA state government have \$118 million of investments formed from the collection of EPA waste levies from councils and others. A range of grants have been announced to help strengthen local industry with a focus on product re-use however this will not provide any short term cost relief to councils.</p>	<p>We are continuing to investigate potential cost saving options in regards to transportation with collection contractor SOLO and new processor VISY.</p> <p>Negotiations are continuing with possible next steps to be presented to Council for its consideration in a future report.</p> <p>The LGA is continuing to advocate for a financial assistance package for councils, similar to that provided by both the Victorian and NSW governments.</p>

Risk J: Local Government (Fixed Charges) Amendment Bill 2018

Advocacy activities to date	Outcomes (if applicable)	Next steps
<p>On 17 October 2018, the Hon John Darley MLC introduced the Local Government (Fixed Charges) Amendment Bill 2018 into the Legislative Council.</p> <p>This is a Private Members Bill to amend the <i>Local Government Act 1999</i>.</p> <p>The Bill proposes amendments to the basis under which councils can impose a Fixed Charge against properties within retirement villages (amending section 152 of the Act).</p> <p>This provision was first introduced in the draft Local Government (Miscellaneous) Amendment Bill 2009. When passed, the Bill introduced exemptions from Fixed Charge for individual sites in caravan parks, residential parks and marina berths. Retirement Villages were removed from the final legislation.</p> <p>The LGA sought feedback from councils on this Bill. Refer LGA Circular 43.4 which includes links to the Bill and the Hansard Record of the first reading.</p> <p>A report was presented to the Council Meeting of 22 January 2019 seeking Council's position in respect to this Bill. Council resolved that they did not support the Bill and empowered the Mayor to undertake all available advocacy options to oppose the bill being passed. We provided feedback to the LGA regarding our position in respect to this proposed legislation, given the potential impact on our community.</p> <p>For 2018–19 we had 2,250 independent living units (ILU's) within our council area.</p> <p>The potential impact of this exemption would be \$1.07 million were all ILU's exempt for 2018–19.</p> <p>In reality this shortfall in revenue would need to be redistributed to all ratepayers. This represents redistribution of 0.82 per cent of general rate revenue to be redistributed between all ratepayers.</p>	<p>On 4 December 2018 the SA Parliament agreed to the establishment of a joint committee to investigate the valuation policies of the Valuer-General and their impact on some retirement village residents and the options available to both state and local government to alleviate any impact on SA Water and local government charges of these policies.</p> <p>The investigations of the Joint Committee will encompass both the proposals under the Local Government (Fixed Charges) Amendment Bill 2018 AND the Valuation of Land (Separate Valuations) Amendment Bill 2018.</p> <p>On 19 February 2019 the LGA issued Circular 8.10 advising Councils of the formation of the Joint Committee on Valuation Policies and Charges on Retirement Villages seeking feedback to assist the LGA to form their submission on behalf of the Local Government Industry and advising Councils of the closing date for individual submissions.</p> <p>As per Council's resolutions, an Onkaparinga submission was prepared and lodged under Mayoral signature.</p> <p>As at 24 April 2019 a total of 18 submissions have been lodged with the Joint Committee. These include those from City of Onkaparinga, Adelaide Hills Council, the LGA submission and a detailed submission from the Office of the Valuer-General. The remaining submissions are from the Retirement Villages Residents Associations and individual RV Residents.</p> <p>The LGA has provided submissions to the joint committee and are currently awaiting the final report to be presented.</p>	<p>We will continue to work with the LGA to oppose the Bill and advocate against these inequitable proposals.</p>

Risk K: Valuation of Land (Separate Valuations) Amendment Bill 2018

Advocacy activities to date	Outcomes (if applicable)	Next steps
<p>On 17 October 2018, the Hon John Darley MLC introduced Valuation of Land (Separate Valuations) Amendment Bill 2018 into the Legislative Council.</p> <p>This is a Private Members Bill to amend the Valuation of Land Act to exclude certain current provisions available to Councils under the <i>Local Government Act 1999</i>.</p> <p>The stated purpose of this Bill is to prevent ILU's in retirement villages from being subject to a mandatory separate valuation assessment as these results in additional rates and taxes from Revenue SA and SA Water.</p> <p>This has come into play as the Valuer General (VG) conducts their review and standardisation of how they assess retirement villages across the state. There is an alternate option available to the VG to apply tenancy apportionments to these properties; however this method is only suitable where all ILU's are exactly the same. Retirement Villages constructed in the last 20 years provide many varied sizes and styles of ILU's and residents can also undertake additional development on their unit (with approval) for things like Pergola's, decking etc.</p> <p>Refer LGA Circular 43.4 which includes links to the Bill and the Hansard Record of the first reading.</p> <p>For 2018–19 we had 3,700 tenancy assessments. Each tenancy is subject to a Fixed Charge. Should we lose the ability to rate based on occupation the potential impact of this legislative amendment is approximately \$1.76 million in lost revenue.</p> <p>In reality this shortfall in revenue would need to be redistributed to all ratepayers. This represents redistribution of 1.35 per cent of general rate revenue to be redistributed between all ratepayers.</p> <p>This is in addition to the \$1.07 million revenue shortfall if all ILU's were exempt from the Fixed Charge for 2018–19 (refer Risk J above). The impact of these two proposed Bills represents a total of \$2.83 million or 2.17 per cent of general rate revenue that will need to be redistributed between all ratepayers.</p>	<p>On 4 December 2018 the SA Parliament agreed to the establishment of a joint committee to investigate the valuation policies of the Valuer-General and their impact on some retirement village residents and the options available to both state and local government to alleviate any impact on SA Water and local government charges of these policies.</p> <p>The investigations of the Joint Committee will encompass both the proposals under the Local Government (Fixed Charges) Amendment Bill 2018 AND the Valuation of Land (Separate Valuations) Amendment Bill 2018.</p> <p>On 19 February 2019 the LGA issued Circular 8.10 advising Councils of the formation of the Joint Committee on Valuation Policies and Charges on Retirement Villages seeking feedback to assist the LGA to form their submission on behalf of the Local Government Industry and advising Councils of the closing date for individual submissions.</p> <p>As per Council's resolutions, an Onkaparinga submission was prepared and lodged under Mayoral signature.</p> <p>As at 24 April 2019 a total of 18 submissions have been lodged with the Joint Committee. These include those from City of Onkaparinga, Adelaide Hills Council, the LGA submission and a detailed submission from the Office of the Valuer General. The remaining submissions are from the Retirement Villages Residents Associations and individual RV Residents.</p> <p>The LGA has provided submissions to the joint committee and are currently awaiting the final report to be presented.</p>	<p>We will continue to work with the LGA to oppose the Bill and advocate against these inequitable proposals.</p>



PROPOSED OPERATING POSITION AND CAPITAL EXPENDITURE SUMMARY FOR THE YEAR ENDING 30 JUNE 2019

	2018-19 Approved budget	2018-19 Draft Actual
Operating activities		
Income		
Rates revenues	136,155,172	136,296,605
Statutory charges	3,596,979	3,342,869
User charges	6,518,416	6,297,785
Grants, subsidies and contributions	20,420,372	20,369,886
Investment income	167,723	46,881
Reimbursements	1,408,798	1,399,582
Other income	850,104	1,955,306
Share of operating profit from equity accounted investees	-	-
Total income	169,117,564	169,708,914
Expenditure		
Employee costs	67,077,597	67,612,655
Contracts	44,318,246	40,682,337
Materials	12,660,969	12,472,227
Depreciation	33,547,111	34,425,718
Finance costs	3,357,872	3,611,582
Other expenditure	14,093,921	14,141,481
Total expenditure	175,055,717	172,946,000
Operating surplus / (deficit)	(5,938,152)	(3,237,086)
Capital projects		
Renewal		
Project expenditure	36,351,729	27,354,496
Less:		
Grants, subsidies and contributions	4,025,855	3,966,001
Developer contributions	-	-
Other income	2,277,612	1,747,006
Net renewal expenditure	30,048,262	21,641,489
New and Significant Upgrades		
Project expenditure	27,352,811	16,058,334
Less:		
Grants, subsidies and contributions	7,515,417	3,060,061
Developer contributions	293,518	537,474
Other income	-	-
Net new and significant upgrade expenditure	19,543,876	12,460,799
Capital Project Expenditure	49,592,138	34,102,288



PROPOSED OPERATING POSITION AND CAPITAL EXPENDITURE SUMMARY FOR THE YEAR ENDING 30 JUNE 2019

	2018-19 Approved budget	2018-19 Draft Actual
Other		
Loans		
New loans	7,883,882	8,719,886
Less:		
Loan principal repayments	3,276,931	2,357,397
Net loan movement	4,606,951	6,362,489
Reserves		
Transfer from reserves	28,040,091	23,499,950
Less:		
Transfer to reserves	6,638,008	23,593,818
Net reserve movement	21,402,083	(93,868)
Adjust:		
Depreciation - included in operating result, funded by renewal	33,547,111	34,425,718
Grants, subsidies and contributions (renewal) - included in operating result	(4,025,855)	(3,966,001)
Surplus / (deficit) Incorporating Debt and Reserve Transfers	-	(611,036)
Grand Total Income	215,128,084	207,273,291
Grand Total Expenditure	215,128,084	207,884,327
Surplus / (deficit)	-	(611,036)
Represented as:		
Core activities and projects		
Operating activities	70,913,500	70,524,657
Capital projects	29,858,711	21,867,000
Net core expenditure	100,772,211	92,391,657
Value added activities and projects		
Operating activities	35,231,314	31,851,636
Capital projects	189,551	(225,803)
Net value added expenditure	35,420,865	31,625,833
New and significant upgrade activities and projects		
Operating activities	3,118,222	3,379,328
Capital projects	19,543,876	12,460,799
Net new and significant upgrade expenditure	22,662,098	15,840,127
Funded by:		
Rates (excluding CWMS)	132,846,140	132,977,960
Loans	4,606,951	6,362,489
Reserves	21,402,083	(93,868)
Surplus / (deficit) Incorporating Debt and Reserve Transfers	-	(611,036)



PROPOSED STATEMENT OF COMPREHENSIVE INCOME FOR THE YEAR ENDING 30 JUNE 2019

	2018-19 Approved budget	2018-19 Draft Actual
Operating income		
Rates	136,155,172	136,296,605
Statutory charges	3,596,979	3,342,869
User charges	6,518,416	6,297,785
Grants, subsidies and contributions	20,420,372	20,369,886
Investment income	167,723	46,881
Reimbursements	1,408,798	1,399,582
Other income	850,104	1,955,306
Total operating income	169,117,564	169,708,914
Operating expenditure		
Employee costs	67,077,597	67,612,655
Materials, contracts and other expenditure	71,073,136	67,296,045
Finance costs	3,357,872	3,611,582
Depreciation	33,547,111	34,425,718
Total operating expenditure	175,055,716	172,946,000
Operating surplus/(deficit) before capital amounts	(5,938,152)	(3,237,086)
Capital income		
Amounts received specifically for new or upgraded assets	7,808,935	3,597,535
Physical resources received free of charge	5,854,280	6,068,010
Net surplus/(deficit)	7,725,063	6,428,459
Other comprehensive income		
Changes in revaluation surplus - infrastructure, property, plant and equipment	61,219,093	62,109,000
Total other comprehensive income	61,219,093	62,109,000
Total comprehensive income	68,944,156	68,537,459

The following items are not included in this report but are required by the Australian Accounting Standards to be included in Council's Financial Statements:

- Council's share of operating profit from equity accounted investees include SRWRA \$277,000 and the Council Solutions Regional Authority (CSRA) \$62,000. This represents a share of equity rather than actual income but is requirement to be included in the Financial Statements.
- Recognising \$2.35 million income received in 2018-19 for Special Local Road Program (SLRP) in 2019-20 and 2020-21 and \$0.5million SLRP funding for Justs Rd, Aldinga.



PROPOSED STATEMENT OF FINANCIAL POSITION AS AT 30 JUNE 2019

	2018-19 Approved budget	2018-19 Draft Actual
Current assets		
Cash and cash equivalents	-	3,597,000
Trade and other receivables	14,562,610	8,691,000
Inventories	87,738	87,000
Other non-current assets held for sale	-	-
Total current assets	14,650,348	12,375,000
Non-current assets		
Financial assets	506,647	651,000
Equity accounted investments in council businesses	10,600,000	10,939,000
Infrastructure, property, plant and equipment	2,254,169,733	2,232,659,000
Other non-current assets	16,429,775	22,381,000
Total non-current assets	2,281,706,156	2,266,630,000
Total assets	2,296,356,504	2,279,005,000
Current liabilities		
Trade and other payables	12,198,378	20,140,704
Short term borrowings	4,354,871	8,819,000
Short term provisions	12,761,369	12,737,000
Other current liabilities	1,706,547	-
Total current liabilities	31,021,165	41,696,704
Non-current liabilities		
Long term borrowings	100,735,905	76,739,000
Long term provisions	1,594,000	1,614,000
Total non-current liabilities	102,329,905	78,353,000
Total liabilities	133,351,070	120,049,704
Net assets	2,163,005,434	2,158,955,296
Equity		
Accumulated surplus	542,361,627	515,925,633
Asset revaluation reserve	1,597,903,093	1,598,793,000
Other reserves	22,740,713	44,236,663
Total equity	2,163,005,433	2,158,955,296



PROPOSED STATEMENT OF CASH FLOWS FOR THE YEAR ENDING 30 JUNE 2019

	2018-19 Approved budget	2018-19 Draft Actual
Cash flows from operating activities		
Receipts		
Operating receipts	168,949,841	169,662,033
Investment receipts	167,723	46,881
Payments		
Operating payments to suppliers and employees	(138,150,733)	(134,908,700)
Finance payments	(3,357,872)	(3,611,582)
Net cash flows from operating activities	27,608,959	31,188,632
Cash flows from investment activities		
Receipts		
Grants specifically for new or upgraded assets	7,515,417	3,597,535
Sale of replaced assets	1,376,310	1,747,000
Payments		
Expenditure on renewal/replacement of assets	(37,728,039)	(29,101,496)
Expenditure on new/upgraded assets	(27,352,811)	(16,058,334)
Net cash flows from investment activities	(56,189,123)	(39,815,295)
Cash flows from financing activities		
Receipts		
Proceeds from borrowings	7,883,882	8,719,886
Payments		
Repayments of borrowings	(3,276,931)	(2,357,397)
Net cash flows from financing activities	4,606,951	6,362,489
Net increase/(decrease) in cash held	(23,973,213)	(2,264,174)
Cash and cash equivalents at end of reporting period	(23,973,213)	(2,264,174)
Represented by:		
Less: Short term cash advance drawdowns	(23,973,213)	(2,264,174)



PROPOSED STATEMENT OF CHANGES IN EQUITY FOR THE YEAR ENDING 30 JUNE 2019

	2018-19 Approved budget	2018-19 Draft Actual
Accumulated surplus		
Balance at end of previous reporting period	513,528,000	509,591,042
Surplus/(deficit) from operations	7,431,545	6,428,459
Transfers to other reserves	(6,638,008)	(23,593,818)
Transfers from other reserves	28,040,090	23,499,950
Balance at end of period	542,361,627	515,925,633
Asset revaluation reserve		
Balance at end of previous reporting period	1,536,684,000	1,536,684,000
Gain on revaluation of infrastructure, property, plant and equipment	61,219,093	62,109,000
Balance at end of period	1,597,903,093	1,598,793,000
Community wastewater management systems reserve		
Balance at beginning of period	393,004	393,004
Transfers to reserve	920,894	917,037
Transfers from reserve	(1,170,895)	(732,122)
Balance at end of period	143,003	577,919
Hazel McKenzie car park		
Balance at beginning of period	14,476	14,476
Transfers to reserve	-	-
Transfers from reserve	-	-
Balance at end of period	14,476	14,476
Stormwater management		
Balance at beginning of period	2,480,569	2,480,569
Transfers to reserve	93,518	529,644
Transfers from reserve	(708,960)	(736,942)
Balance at end of period	1,865,127	2,273,271
Footpath reserve		
Balance at beginning of period	1,375,062	1,375,062
Transfers to reserve	-	49,323
Transfers from reserve	(132,443)	166,834
Balance at end of period	1,242,619	1,591,219
One Council		
Balance at beginning of period	-	-
Transfers to reserve	432,000	569,871
Transfers from reserve	-	-
Balance at end of period	432,000	569,871



PROPOSED STATEMENT OF CHANGES IN EQUITY FOR THE YEAR ENDING 30 JUNE 2019

	2018-19 Approved budget	2018-19 Draft Actual
Open space development reserve		
Balance at beginning of period	4,647,403	4,647,403
Transfers to reserve	200,000	2,088,579
Transfers from reserve	(933,783)	(953,981)
Balance at end of period	3,913,620	5,782,001
Sturt linear land purchase reserve		
Balance at beginning of period	119,790	119,790
Transfers to reserve	9,000	21,368
Transfers from reserve	-	-
Balance at end of period	128,790	141,158
Coast parks reserve		
Balance at beginning of period	1,740	1,740
Transfers to reserve	-	-
Transfers from reserve	-	-
Balance at end of period	1,740	1,740
Court recoating reserve		
Balance at beginning of period	69,636	69,636
Transfers to reserve	-	46,443
Transfers from reserve	-	-
Balance at end of period	69,636	116,079
Committed expenditure reserve		
Balance at beginning of period	11,900,349	11,900,349
Transfers to reserve	-	11,000,629
Transfers from reserve	(11,900,349)	(11,900,349)
Balance at end of period	-	11,000,629
Contingency reserve fund		
Balance at beginning of period	12,607,234	12,607,234
Transfers to reserve	1,575,444	3,934,738
Transfers from reserve	(8,095,690)	(6,726,631)
Balance at end of period	6,086,988	9,815,341
Commercial activity reserve		
Balance at beginning of period	841,090	841,090
Transfers to reserve	1,291,325	807,255
Transfers from reserve	(2,078,568)	(1,350,671)
Balance at end of period	53,847	297,674
Revolving resources reserve		
Balance at beginning of period	2,019,640	2,019,640
Transfers to reserve	220,000	238,000
Transfers from reserve	(1,116,647)	(149,828)
Balance at end of period	1,122,993	2,107,812



PROPOSED STATEMENT OF CHANGES IN EQUITY FOR THE YEAR ENDING 30 JUNE 2019

	2018-19 Approved budget	2018-19 Draft Actual
Developer contributions (roads)		
Balance at beginning of period	97,883	97,883
Transfers to reserve	-	-
Transfers from reserve	-	-
Balance at end of period	97,883	97,883
Urban Tree Fund		
Balance at beginning of period	35,295	35,295
Transfers to reserve	7,500	5,577
Transfers from reserve	-	-
Balance at end of period	42,795	40,872
Plant and fleet reserve		
Balance at beginning of period	4,038,586	4,038,586
Transfers to reserve	-	1,851,443
Transfers from reserve	(124,080)	(124,080)
Balance at end of period	3,914,506	5,765,949
Seaford Library fund		
Balance at beginning of period	212,742	212,742
Transfers to reserve	69,540	69,540
Transfers from reserve	(85,000)	(75,819)
Balance at end of period	197,282	206,463
Innovation and Improvement reserve		
Balance at beginning of period	235,000	235,000
Transfers to reserve	-	-
Transfers from reserve	-	-
Balance at end of period	235,000	235,000
Climate change response fund		
Balance at beginning of period	900,680	900,680
Transfers to reserve	37,500	37,500
Transfers from reserve	(257,840)	(191,359)
Balance at end of period	680,340	746,821
Economic Development Reserve		
Balance at beginning of period	1,280,582	1,280,582
Transfers to reserve	99,000	99,000
Transfers from reserve	(393,998)	(322,375)
Balance at end of period	985,584	1,057,207



PROPOSED STATEMENT OF CHANGES IN EQUITY FOR THE YEAR ENDING 30 JUNE 2019

	2018-19 Approved budget	2018-19 Draft Actual
Water Business Unit reserve		
Balance at beginning of period	-	-
Transfers to reserve	128,040	445
Transfers from reserve	-	(445)
Balance at end of period	128,040	-
Community Corporation 20224		
Balance at beginning of period	25,603	25,603
Transfers to reserve	-	-
Transfers from reserve	(2,495)	2,604
Balance at end of period	23,108	28,207
Carparking Contribution Scheme		
Balance at beginning of period	28,916	28,916
Transfers to reserve	22,500	10,500
Transfers from reserve	-	-
Balance at end of period	51,416	39,416
Hackham South East Infrastructure		
Balance at beginning of period	202,213	202,213
Transfers to reserve	630,445	415,624
Transfers from reserve	(809,884)	(115,329)
Balance at end of period	22,774	502,508
Strategic Acquisitions		
Balance at beginning of period	615,302	615,302
Transfers to reserve	901,302	901,302
Transfers from reserve	(229,458)	(289,457)
Balance at end of period	1,287,146	1,227,147
Total reserves	1,620,211,806	1,643,029,663
Total equity	2,162,573,433	2,158,955,296



PROPOSED UNIFORM PRESENTATION OF FINANCES FOR THE YEAR ENDING 30 JUNE 2019

	2018-19 Approved budget	2018-19 Draft Actual
Operating surplus/(deficit)		
Operating revenues	169,117,564	169,708,914
Less: Operating expenditure	(175,055,716)	(172,946,000)
Operating surplus/(deficit) before capital amounts	(5,938,152)	(3,237,086)
Less: Net outlays on existing assets		
Capital expenditure on renewal and replacement of existing assets	(37,728,039)	(29,194,719)
Less: Depreciation, amortisation and impairment	33,547,111	34,425,718
Less: Proceeds from sale of replaced assets	1,376,310	1,747,000
Net outlays on existing assets	(2,804,618)	6,977,999
Less: Net outlays on new and upgraded assets		
Capital expenditure on new and upgraded assets	(27,352,811)	(16,058,334)
Less: Grants and contributions for new and upgraded assets	7,515,417	3,597,535
Net outlays on new and upgraded assets	(19,837,394)	(12,460,799)
Net lending / (borrowing) for financial year	(28,580,164)	(8,719,886)



PROPOSED KEY FINANCIAL INDICATORS FOR THE YEAR ENDING 30 JUNE 2019

Operating surplus ratio

The percentage by which the major controllable income source varies from day to day expenditure

Calculated as:

Operating surplus/(deficit) before capital amounts	(5,938,152)	(3,237,086)
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Divided by:

Rates revenue	136,155,172	136,296,605
General rates revenue	136,155,172	136,296,605

Expressed as a percentage	(4.4%)	(2.4%)
Target	>0%	>0%

Net financial liabilities ratio

How significant is the net amount owed compared with income

Calculated as:

Net financial liabilities	118,194,075	107,110,704
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Divided by:

Total operating revenue	169,117,564	169,708,914
Total operating revenue	169,117,564	169,708,914

Expressed as a percentage	70%	63%
Target	<100%	<100%

Interest cover ratio

How much income is used in paying interest on loans

Calculated as:

Finance costs	3,357,872	3,611,582
Less: Investment income	(167,723)	(46,881)
Net finance costs	3,190,149	3,564,701

Divided by:

Total operating revenue	169,117,564	169,708,914
Less: Investment income	(167,723)	(46,881)

Total operating revenue	168,949,841	169,662,033
Expressed as a percentage	1.9%	2.1%
Target	<5%	<5%



PROPOSED KEY FINANCIAL INDICATORS FOR THE YEAR ENDING 30 JUNE 2019

	2018-19 Approved budget	2018-19 Draft Actual
Asset sustainability ratio		
<i>What percentage of assets are being replaced at the rate they are consumed</i>		
Calculated as:		
Expenditure on renewal/replacement of assets	37,728,039	29,194,719
Less: Sale of replaced assets	(1,376,310)	(1,747,000)
Net expenditure on renewal/replacement of assets	36,351,729	27,447,719
Divided by:		
Projected asset renewal funding requirement	27,998,198	27,998,198
Expressed as a percentage	130%	98%
Target	90-110%	90-110%
Asset consumption ratio		
<i>The average proportion of 'as new condition' left in assets</i>		
Calculated as:		
Carrying value of infrastructure, property, plant and equipment	2,254,169,733	2,232,659,000
Less: Land	(566,452,000)	(566,452,000)
Carrying value of infrastructure, property, plant and equipment (excluding land)	1,687,717,733	1,666,207,000
Divided by:		
Carrying value of infrastructure, property, plant and equipment (excluding Land)	1,687,717,733	1,666,207,000
Plus: Opening accumulated depreciation and amortisation	563,774,000	563,774,000
Plus: Depreciation and amortisation for financial year	33,547,111	34,425,718
'As new' value of Infrastructure, property, plant and equipment (excluding land)	2,285,038,844	2,264,406,718
Expressed as a percentage	74%	74%
Target	40-80%	40-80%
Adjusted Liquidity Ratio		
<i>The ability to make payment on current liabilities as and when they fall due taking into account undrawn funding</i>		
Calculated as:		
Total current assets	14,650,348	12,375,000
Add: difference between approved and forecast borrowings	22,740,713	44,236,663
Total current assets including cash from undrawn budget funding	37,391,061	56,611,663
Less:		
Total current liabilities	31,021,165	41,696,704
Surplus / (shortfall)	6,369,896	14,914,959
Shortfall expressed as number of rates debtor days	0	0
Target	<30 days	<30 days

CARRIED FORWARD BUDGETS FOR FINANCIAL YEAR 2019-20

Category		Description	Proposed Carry Forward	Type	Type Description	Estimated Completion Date
CORE						
Expenditure	C	Strategic Org Analysis & Roadmap	362,913	Type 1	Works in progress, project engagement, concept or design commencement	30/06/2020
Multi Use Trails	C	Golden Wattle Way Detailed Design	17,275	Type 1	Works in progress, project engagement, concept or design commencement	22/11/2019
Multi Use Trails	C	Tangari BMX Renewal	21,385	Type 1	Works in progress, project engagement, concept or design commencement	27/09/2019
Roadworks General	C	States Road, Morphett Vale	1,640,890	Type 1	Works in progress, project engagement, concept or design commencement	30/08/2019
Roadworks General	C	Douglas Gully Road, Blewitt Springs	30,041	Type 1	Works in progress, project engagement, concept or design commencement	30/08/2019
Roadworks General	C	Tree Pruning Advance Reseal	12,304	Type 1	Works in progress, project engagement, concept or design commencement	30/06/2020
Roadworks General	C	Wicks Road Kuitpo Resheet	5,715	Type 1	Works in progress, project engagement, concept or design commencement	31/08/2019
Traffic Management	C	Signs New - General	37,471	Type 1	Works in progress, project engagement, concept or design commencement	30/06/2020
Traffic Management	C	Line Marking New - General	12,637	Type 1	Works in progress, project engagement, concept or design commencement	30/06/2020
Sport and Active Recreation	C	Morphett Vale Memorial Sports	15,000	Type 1	Works in progress, project engagement, concept or design commencement	31/08/2019
Sport and Active Recreation	C	Reynella Bowling Club Green	2,923	Type 1	Works in progress, project engagement, concept or design commencement	31/08/2019
Sport and Active Recreation	C	McLaren Flat - Rehabilitation	357,985	Type 1	Works in progress, project engagement, concept or design commencement	31/03/2020
Sport and Active Recreation	C	McLaren Flat - Rehabilitation	(208,536)	Type 5	External funding	31/03/2020
Sport and Active Recreation	C	Flagstaff Community Centre Facility Upgrade	29,938	Type 1	Works in progress, project engagement, concept or design commencement	31/03/2020
Sport and Active Recreation	C	O'Sullivan Beach (Baden Terrace)	18,000	Type 1	Works in progress, project engagement, concept or design commencement	31/03/2020
Sport and Active Recreation	C	Happy Valley Bowling - renewal	12,000	Type 1	Works in progress, project engagement, concept or design commencement	30/04/2020
Sport and Active Recreation	C	Knox Park Master Plan	27,903	Type 1	Works in progress, project engagement, concept or design commencement	30/05/2020
Coastal Management	C	Sellicks Beach Cliff Top	23,850	Type 1	Works in progress, project engagement, concept or design commencement	30/08/2019
Coastal Management	C	Aldinga Beach and Sellicks Beach Sign Bollards	6,898	Type 1	Works in progress, project engagement, concept or design commencement	31/08/2019
Coastal Management	C	Port Noarlunga Jetty	117,737	Type 1	Works in progress, project engagement, concept or design commencement	30/09/2019
Coastal Management	C	Port Noarlunga Jetty - Income	(117,737)	Type 5	External funding	30/09/2019
Coastal Management	C	Port Willunga Detailed Cliff Street	35,240	Type 1	Works in progress, project engagement, concept or design commencement	30/06/2020
Coastal Management	C	Christie Creek Training Groyne	25,000	Type 1	Works in progress, project engagement, concept or design commencement	30/04/2020
Coastal Management	C	Beach Access Point Improvements	205,434	Type 1	Works in progress, project engagement, concept or design commencement	30/04/2020
Coastal Management	C	Exmouth St, Port Noarlunga South	25,432	Type 1	Works in progress, project engagement, concept or design commencement	31/07/2019
Environmental Projects	C	Aldinga Washpool & Blue Lagoon Revegetation	1,950	Type 1	Works in progress, project engagement, concept or design commencement	31/08/2019
Environmental Projects	C	Aldinga Washpool & Blue Lagoon Revegetation	(1,950)	Type 5	External funding	31/08/2019
Environmental Projects	C	Native Veg Clearance Offset	2,038	Type 2	Multi year project (not limited to a financial year)	30/06/2020
Commercial Activity	C	Recreation Centre Renewal	53,470	Type 1	Works in progress, project engagement, concept or design commencement	30/09/2019
Buildings	C	Hackham Sports and Community Change Rooms	11,400	Type 1	Works in progress, project engagement, concept or design commencement	30/06/2020
Buildings	C	Byards Road Community Centre Toilet	6,000	Type 1	Works in progress, project engagement, concept or design commencement	30/09/2019
Buildings	C	Noarlunga Office Air-Conditioner	885,541	Type 1	Works in progress, project engagement, concept or design commencement	30/06/2020
Buildings	C	Building Hydraulics	231,157	Type 1	Works in progress, project engagement, concept or design commencement	26/06/2020
Buildings	C	Archery & Dog Club Disability Upgrade	6,000	Type 1	Works in progress, project engagement, concept or design commencement	30/06/2020
Buildings	C	Renewal of Building Signage	741	Type 1	Works in progress, project engagement, concept or design commencement	31/12/2019
Buildings	C	Hydraulic Assessments SA Water	137,286	Type 1	Works in progress, project engagement, concept or design commencement	30/06/2020
Buildings	C	Major Works on Noarlunga Leisure Centre	420,844	Type 3	Pending approvals/negotiation	30/06/2020
Buildings	C	Kangarilla Sports and Social Club	10,000	Type 1	Works in progress, project engagement, concept or design commencement	31/12/2019
Buildings	C	O'Sullivan Beach Sports and Social Club	1,250	Type 1	Works in progress, project engagement, concept or design commencement	31/12/2019
Buildings	C	South Coast Sports and Social Club	20,250	Type 1	Works in progress, project engagement, concept or design commencement	23/04/2020
Buildings	C	Jennibrook Farm Installation	9,250	Type 1	Works in progress, project engagement, concept or design commencement	31/03/2020
Buildings	C	Peregrine Park Baseball Club	9,250	Type 1	Works in progress, project engagement, concept or design commencement	31/03/2020
Buildings	C	Hackham West Community Centre	32,301	Type 1	Works in progress, project engagement, concept or design commencement	31/03/2020
Buildings	C	Christies Beach SLSC Air Conditioner	41,000	Type 1	Works in progress, project engagement, concept or design commencement	30/09/2019

CARRIED FORWARD BUDGETS FOR FINANCIAL YEAR 2019-20

Category		Description	Proposed Carry Forward	Type	Type Description	Estimated Completion Date
Buildings	C	Former Basset Boys School Re Roofing	60,000	Type 1	Works in progress, project engagement, concept or design commencement	31/03/2020
Buildings	C	Installation of Tempering Valve	40,000	Type 1	Works in progress, project engagement, concept or design commencement	30/06/2020
Buildings	C	Watchman House - Salt damp treatment	45,350	Type 1	Works in progress, project engagement, concept or design commencement	31/10/2019
Buildings	C	Willunga Rail Terminus Emergency	14,250	Type 1	Works in progress, project engagement, concept or design commencement	31/03/2020
Buildings	C	Grease Arrestor Audit	20,000	Type 1	Works in progress, project engagement, concept or design commencement	30/06/2020
Buildings	C	Structural Building Services	185,746	Type 2	Multi year project (not limited to a financial year)	30/06/2020
Buildings	C	Switchboard Upgrade Project	42,487	Type 1	Works in progress, project engagement, concept or design commencement	30/06/2020
Buildings	C	Morphett Vale Basketball Stadium Court Refurbishment	114,916	Type 1	Works in progress, project engagement, concept or design commencement	30/08/2019
Buildings	C	Morphett Vale Basketball Stadium Court Refurbishment	(122,746)	Type 5	External funding	31/08/2019
Buildings	C	Air conditioner Renewal Aquatic Centre	15,000	Type 1	Works in progress, project engagement, concept or design commencement	27/12/2019
Buildings	C	Retaining Wall Aquatic Centre	15,848	Type 1	Works in progress, project engagement, concept or design commencement	30/08/2019
Buildings	C	Change Facilities Aquatic Centre	30,000	Type 1	Works in progress, project engagement, concept or design commencement	30/06/2020
Buildings	C	Roof structure Aquatic Centre	10,000	Type 3	Pending approvals/negotiation	16/01/2020
Buildings	C	Disability access toilet Aquatic Centre	15,000	Type 1	Works in progress, project engagement, concept or design commencement	31/12/2019
Buildings	C	Pool Plant Replace Aquatic Centre	20,000	Type 1	Works in progress, project engagement, concept or design commencement	31/12/2019
Buildings	C	McLaren Flat Hall Remediation	6,778	Type 1	Works in progress, project engagement, concept or design commencement	31/01/2020
Buildings	C	Willunga Rose Garden - Replacement	270,000	Type 1	Works in progress, project engagement, concept or design commencement	30/06/2020
Buildings	C	Bice Oval Changeroom Upgrade	184,010	Type 1	Works in progress, project engagement, concept or design commencement	31/12/2019
Buildings	C	Sprung floor Seaford Recreation Centre	(7,994)	Type 5	External funding	31/07/2019
Bridges	C	Meyer Road Bridge Replacement	560,000	Type 1	Works in progress, project engagement, concept or design commencement	30/06/2020
Bridges	C	Land & Buildings Asset Revaluation	46,375	Type 1	Works in progress, project engagement, concept or design commencement	31/08/2019
Organisational Response	C	Asset Data Collection	200,634	Type 1	Works in progress, project engagement, concept or design commencement	31/03/2020
Major Projects Fund	C	Kangarilla Netball/Tennis Courts	36,207	Type 2	Multi year project (not limited to a financial year)	29/02/2020
			6,397,337			

VALUE ADDED

Expenditure	V	Water Assets - Condition Assessment	199,250	Type 2	Multi year project (not limited to a financial year)	30/06/2020
Expenditure	V	ACH Partnership PIMS 1617	94,006	Type 3	Pending approvals/negotiation	30/06/2020
Placemaking	V	Aldinga District Centre Street	53,505	Type 2	Multi year project (not limited to a financial year)	30/06/2020
Placemaking	V	Lovelock Drive Streetscape Improvement	20,633	Type 1	Works in progress, project engagement, concept or design commencement	30/06/2020
Placemaking	V	Suburb Improvement Program	88,325	Type 2	Multi year project (not limited to a financial year)	30/06/2020
Economic Growth, Investment Attraction, Tourism and Events	V	Onkaparinga Visitor Guide	3,705	Type 2	Multi year project (not limited to a financial year)	31/01/2020
Economic Growth, Investment Attraction, Tourism and Events	V	Tier 1 Sponsorship	115,000	Type 3	Pending approvals/negotiation	30/11/2019
Economic Growth, Investment Attraction, Tourism and Events	V	Trade and Investment Attraction Program	35,000	Type 1	Works in progress, project engagement, concept or design commencement	31/01/2020
Economic Growth, Investment Attraction, Tourism and Events	V	Internationally Ready Program	14,788	Type 2	Multi year project (not limited to a financial year)	1/05/2020
Economic Growth, Investment Attraction, Tourism and Events	V	Innovation Hub	12,500	Type 1	Works in progress, project engagement, concept or design commencement	31/12/2019
Economic Growth, Investment Attraction, Tourism and Events	V	SA Economic Development Board McLaren Vale Regional Centre	18,775	Type 5	Pending approvals/negotiation	30/08/2019
Economic Growth, Investment Attraction, Tourism and Events	V	SA Economic Development Board McLaren Vale Regional Centre	(18,775)	Type 5	External funding	30/08/2019
Economic Growth, Investment Attraction, Tourism and Events	V	Tourism Website	26,475	Type 1	Works in progress, project engagement, concept or design commencement	29/11/2019
Economic Growth, Investment Attraction, Tourism and Events	V	Tourism Plan 2018-21	24,628	Type 1	Works in progress, project engagement, concept or design commencement	6/09/2019

CARRIED FORWARD BUDGETS FOR FINANCIAL YEAR 2019-20

Category		Description	Proposed Carry Forward	Type	Type Description	Estimated Completion Date
Economic Growth, Investment Attraction, Tourism and Events	V	Visitor Centre Non Capital Expenditure	49,834	Type 1	Works in progress, project engagement, concept or design commencement	29/06/2020
Economic Growth, Investment Attraction, Tourism and Events	V	Digital Economy Strategy	19,677	Type 2	Multi year project (not limited to a financial year)	30/06/2020
Strategic Planning	V	State & Federal Government Advocacy Plan	7,950	Type 2	Multi year project (not limited to a financial year)	30/06/2020
Strategic Planning	V	Grants and Sponsorship Program	20,000	Type 3	Pending approvals/negotiation	1/06/2020
Strategic Planning	V	Strategic Measures Project	9,900	Type 2	Multi year project (not limited to a financial year)	30/09/2019
Strategic Planning	V	Strategic Placemaking case study	18,347	Type 2	Multi year project (not limited to a financial year)	30/06/2020
Strategic Planning	V	Development Plan Review	55,016	Type 2	Multi year project (not limited to a financial year)	30/06/2020
Strategic Planning	V	Old Reynella Development Plan Amendment	2,000	Type 1	Works in progress, project engagement, concept or design commencement	30/06/2020
Strategic Planning	V	Old Reynella Development Plan Amendment	(2,000)	Type 1	Works in progress, project engagement, concept or design commencement	30/06/2020
Strategic Planning	V	Local Area Plan-Southern Pilot MGM	50,000	Type 5	External funding	31/12/2019
Strategic Planning	V	Local Area Plan-Southern Pilot MGM	(50,000)	Type 5	External funding	31/12/2019
Strategic Planning	V	Economic Development Implementation	21,872	Type 2	Multi year project (not limited to a financial year)	30/06/2020
Community, Culture and Libraries	V	Flexible Art Spaces	16,965	Type 2	Multi year project (not limited to a financial year)	30/06/2020
Community, Culture and Libraries	V	Aboriginal Arts and Development	17,500	Type 1	Works in progress, project engagement, concept or design commencement	30/06/2020
Community, Culture and Libraries	V	Northern Youth Arts Project	2,789	Type 1	Works in progress, project engagement, concept or design commencement	30/09/2019
Community, Culture and Libraries	V	Digital Literacy Expense	2,133	Type 1	Works in progress, project engagement, concept or design commencement	30/06/2020
Community, Culture and Libraries	V	Digital Literacy Expense	2,497	Type 1	Works in progress, project engagement, concept or design commencement	30/06/2020
Environmental Projects	V	Environmental Risk & Compliance	10,000	Type 1	Works in progress, project engagement, concept or design commencement	30/06/2020
Environmental Projects	V	Waste minimisation and recycling	4,100	Type 1	Works in progress, project engagement, concept or design commencement	30/10/2019
Environmental Projects	V	Port Willunga Linear Park review	4,635	Type 1	Works in progress, project engagement, concept or design commencement	1/12/2019
Environmental Projects	V	Projects - Biodiversity	9,891	Type 1	Works in progress, project engagement, concept or design commencement	30/06/2020
Commercial Activity	V	Blue Water - Community Corporation 22821	9,462	Type 2	Multi year project (not limited to a financial year)	30/06/2020
Community Wastewater Management Scheme	V	Water Business Unit/CWMS Evaluation	144,593	Type 2	Multi year project (not limited to a financial year)	30/06/2020
Organisational Response	V	Replacement for PABX (MD 110)	170,000	Type 1	Works in progress, project engagement, concept or design commencement	1/10/2019
Organisational Response	V	Promaster/Inlogik Implementation	9,508	Type 1	Works in progress, project engagement, concept or design commencement	31/08/2019
Organisational Response	V	NBN Infrastructure Upgrade	95,000	Type 1	Works in progress, project engagement, concept or design commencement	30/06/2020
Organisational Response	V	JDE Restructure Project	166,974	Type 2	Multi year project (not limited to a financial year)	28/02/2020
Organisational Response	V	ICT core server infrastructure	45,000	Type 1	Works in progress, project engagement, concept or design commencement	15/12/2019
Organisational Response	V	Customer Experience Framework	9,781	Type 1	Works in progress, project engagement, concept or design commencement	1/01/2020
Organisational Response	V	Business Process Management System	8,900	Type 1	Works in progress, project engagement, concept or design commencement	30/06/2020
Organisational Response	V	New Website Platform - Onkaparinga	189,640	Type 2	Multi year project (not limited to a financial year)	31/12/2019
Organisational Response	V	Media Server	12,000	Type 2	Multi year project (not limited to a financial year)	1/04/2020
Organisational Response	V	Disaster Recovery Store Offsite	16,057	Type 1	Works in progress, project engagement, concept or design commencement	1/02/2020
Organisational Response	V	VM Ware Reimplementation	60,000	Type 1	Works in progress, project engagement, concept or design commencement	6/12/2019
Organisational Response	V	Risk Project	164,090	Type 2	Multi year project (not limited to a financial year)	30/06/2020
Organisational Response	V	Continuous Improvement Project	5,568	Type 1	Works in progress, project engagement, concept or design commencement	30/09/2019
			2,067,494			

NEW AND SIGNIFICANT UPGRADES

Multi Use Trails	N	Cycle Infrastructure	12,825	Type 1	Works in progress, project engagement, concept or design commencement	27/09/2019
Multi Use Trails	N	Old Noarlunga kayak launching	43,101	Type 1	Works in progress, project engagement, concept or design commencement	25/10/2019
Multi Use Trails	N	On Road Recreation Cycling Signage	16,949	Type 1	Works in progress, project engagement, concept or design commencement	6/12/2019

CARRIED FORWARD BUDGETS FOR FINANCIAL YEAR 2019-20

Category		Description	Proposed Carry Forward	Type	Type Description	Estimated Completion Date
Multi Use Trails	N	Doctors Rd Trail	307,440	Type 1	Works in progress, project engagement, concept or design commencement	6/12/2019
Multi Use Trails	N	On Road Recreation Cycling	33,958	Type 1	Works in progress, project engagement, concept or design commencement	28/02/2020
Multi Use Trails	N	Multi use Trail Design project	41,262	Type 1	Works in progress, project engagement, concept or design commencement	1/11/2019
Multi Use Trails	N	Willunga - Aldinga Trail	143,057	Type 1	Works in progress, project engagement, concept or design commencement	29/11/2019
Multi Use Trails	N	Willunga-Aldinga Trail Income	(143,057)	Type 5	External funding	29/11/2019
Roadworks General	N	Justs Road, Aldinga Beach	1,150,098	Type 1	Works in progress, project engagement, concept or design commencement	6/12/2019
Roadworks General	N	Justs Road, Aldinga Beach	(537,590)	Type 5	External funding	6/12/2019
Lighting	N	Maslin Beach Lighting and CCTV	105,500	Type 1	Works in progress, project engagement, concept or design commencement	30/06/2020
Lighting	N	Maslin Beach Lighting and CCTV	(105,526)	Type 5	External funding	30/06/2020
Traffic Management	N	Sunnymeade Drive Hub Drive Intersection	117,000	Type 1	Works in progress, project engagement, concept or design commencement	30/06/2020
Traffic Management	N	Pedestrian Refuge Rose Garden Willunga	7,900	Type 1	Works in progress, project engagement, concept or design commencement	30/06/2020
Traffic Management	N	Main Road Coromandel Valley	(1,267)	Type 5	External funding	31/08/2019
Sport and Active Recreation	N	Seaford Dog Park	8,426	Type 1	Works in progress, project engagement, concept or design commencement	31/10/2019
Sport and Active Recreation	N	Christies Beach Oval (Bice Oval)	1,413	Type 1	Works in progress, project engagement, concept or design commencement	30/09/2019
Sport and Active Recreation	N	Port Noarlunga Beach Volleyball Courts	18,000	Type 1	Works in progress, project engagement, concept or design commencement	31/12/2019
Open Space	N	Acre Ave Public Art	11,000	Type 1	Works in progress, project engagement, concept or design commencement	30/09/2019
Open Space	N	Beach Rd Roundabout Public Art	1,598	Type 1	Works in progress, project engagement, concept or design commencement	30/09/2019
Buildings	N	Watchman House Building Perimeter	9,300	Type 1	Works in progress, project engagement, concept or design commencement	30/09/2019
Buildings	N	Female Changeroom Upgrade	150,000	Type 2	Multi year project (not limited to a financial year)	30/06/2020
Buildings	N	Female Changeroom Upgrade	(150,000)	Type 5	External funding	30/06/2021
Buildings	N	Hackham Sports Unisex Changerooms	1,000,000	Type 2	Multi year project (not limited to a financial year)	30/06/2020
Buildings	N	Hackham Sports Unisex Changerooms	(500,000)	Type 5	External funding	30/06/2020
Buildings	N	Flagstaff Hill Female Change Room upgrade	240,000	Type 2	Multi year project (not limited to a financial year)	30/06/2020
Buildings	N	Brian Rd Lonsdale Shed Redevelopment	42,297	Type 1	Works in progress, project engagement, concept or design commencement	31/07/2019
Buildings	N	Visitor Centre Shed Upgrade	9,574	Type 1	Works in progress, project engagement, concept or design commencement	1/10/2019
Bridges	N	Reynella East, Glenrowan Close	31,514	Type 1	Works in progress, project engagement, concept or design commencement	31/12/2019
Organisational Response	N	ERP Implementation Consultancy	7,000	Type 1	Works in progress, project engagement, concept or design commencement	31/08/2019
Major Projects Fund	N	FAP - Stage 2 implementation	53,542	Type 2	Multi year project (not limited to a financial year)	31/10/2019
Major Projects Fund	N	FAP - Stage 2 implementation	(26,771)	Type 5	External funding	30/06/2020
Major Projects Fund	N	Maslin Foreshore Coast Park	40,000	Type 2	Multi year project (not limited to a financial year)	30/06/2020
Major Projects Fund	N	O'Sullivan Beach Coast Park	6,905	Type 2	Multi year project (not limited to a financial year)	31/12/2019
Major Projects Fund	N	Noarlunga Regional Centre Revitalisation Project	30,000	Type 1	Works in progress, project engagement, concept or design commencement	31/12/2019
Major Projects Fund	N	Wearing Street	158,938	Type 1	Works in progress, project engagement, concept or design commencement	30/06/2020
Major Projects Fund	N	Christie Downs Renewal	96,413	Type 2	Multi year project (not limited to a financial year)	30/06/2020
Major Projects Fund	N	Christie Downs Renewal	(100,000)	Type 5	External funding	30/06/2020
Major Projects Fund	N	Aldinga 'Old Survey' Infrastructure	4,999	Type 2	Multi year project (not limited to a financial year)	30/06/2020
Major Projects Fund	N	Noarlunga Office Accommodation	200,000	Type 2	Multi year project (not limited to a financial year)	30/06/2020
			2,535,798			
TOTAL CARRY FORWARDS			11,000,629			

9.7 Tourism Strategic Plan 2019-23

This is a new proposal, concept or issue.

Manager: Adam Mrotek, Manager Economic Growth and Investment

Report Author: Viv Collins, Tourism Officer

Contact Number: 8301 7371

Attachments:

1. Tourism Strategic Plan 2019-23 (46 pages)
2. Tourism Strategic Plan four year implementation/action plan (3 pages)
3. Community Engagement Feedback Report (9 pages)

1. Purpose

To present the Tourism Strategic Plan 2019-23 for approval, supported by outcomes of the community engagement and four year implementation/action plan.

2. Recommendations

- 1. That Council approve the Tourism Strategic Plan 2019-23 (attachment 1 to the agenda report)**
- 2. That Council approve the four year implementation/action plan (attachment 2 to the agenda report), funded through increased allocations to Tourism Operating and Project and Capital Works budgets to be considered as part of the 2020/21 budget deliberations.**

3. Background

The development of the Tourism Strategic Plan 2019-23 formed part of the 2017-18 tourism program, which was approved by Council on [27 June 2017](#)

The plan succeeds the 2013-2018 Tourism Strategic Management Plan.

EarthCheck were engaged to develop the plan (attachment 1), which is the outcome of research, destination audits, workshops, data analysis, engagement and industry consultation, as well as consulting with internal teams from across the organisation.

Consultation has occurred over two phases, being the development of the plan (March – May 2018) and seeking feedback on the draft plan through public consultation (November 2018 – January 2019).

Over 820 stakeholders participated and contributed to the drafting of the plan through a range of engagement activities including:

Phase One (plan development):

- City-wide industry and community surveys.
- Workshops with Directors and Elected Members.
- Workshop with the Economic Development Forum and industry.

- Individual consultation with local, regional and state stakeholders.
- One-to-one engagement with local tourism operators.

Phase Two (public consultation):

- Feedback on the draft plan via Your Say online platform.

Draft tourism plan development

In aligning with South Australia's and Fleurieu Peninsula's visitation and spend targets, our tourism plan needed to be bold and ambitious.

Through consultation undertaken to develop the plan, the following key elements were determined:

Vision

Tourism has become an important part of Onkaparinga's economy. The Tourism Strategic Plan 2019-23 sets a clear tourism direction for our City to become **South Australia's most visited destination outside of Adelaide, delivering \$300 million in visitor expenditure by 2023**, creating a prosperous, diverse and competitive economy.

Objectives

- Increase visitor expenditure to \$300 million by 2023.
- **Grow Onkaparinga's annual market share of South Australia's food and wine visitation from 14.6% to 15.6% by 2023.**
- **Grow Onkaparinga's annual market share of South Australia's coastal and aquatic visitation from 6.1% to 6.5% by 2023.**
- Grow daily yield from day visitors by 8% above natural growth by 2023.
- **Increase Onkaparinga's annual market share of South Australia's overnight visitor numbers:**
 - domestic from 3.5% to 3.9%
 - international from 2.7% to 3.0% by 2023.
- Facilitate a less seasonal visitor economy, focusing on growing visitation in shoulder months and midweek periods.
- Enable development of an improved range of visitor experiences.

Strategic pillars

In developing the plan, alignment with state and regional plans was also considered together with stakeholder feedback. This informed the strategic pillars:

- Leadership.
- Marketing.
- Experience development and capability building.
- Place and precinct building.
- Visitor servicing.
- Tourism investment attraction (aspirational).

To maximise the City's tourism opportunities, the plan focusses upon initiatives and actions whereby council has the most influence and impact to enable a local

tourism industry and increase visitor stay and spend. It is acknowledged that the local tourism industry delivers the visitor experience.

New initiatives and opportunities

To deliver against state and regional tourism targets, our bold and ambitious tourism plan identified new opportunities which enable the local tourism industry and increases visitation and spend.

New initiatives include:

- City-wide tourism research which builds a visitor, visitation and spend profile and supports local tourism businesses in applying for grants (gap identified by local businesses).
- Tourism marketing which enables marketing initiatives around beaches, heritage, arts and nature (second strategic pillar priority identified by the June elected member session).
- Investigation for touring routes and development of itineraries for the city.
- Delivering tourism information on behalf of the local business and tourism associations through a dedicated tourism website.
- Building the capacity of our local tourism industry (equal top pillar identified by the industry and community – equal with tourism investment attraction).
- Encourage and support the development of unique and appealing cultural experiences (including Aboriginal experiences), heritage and geo tourism initiatives
- Joining the Adelaide Wine Capital Cycling Trail to grow our city-wide trail network as identified through the plans investment attraction pillar.
- Enabling tourism visioning to be undertaken for McLaren Vale and Christies Beach Main Streets.
- Supporting investment attraction initiatives focussed on accommodation, Onkaparinga River National Park and trails.

Draft tourism plan public consultation

The draft plan was approved by Council on [6 November 2018](#) for public consultation. The public consultation period was open for 11 weeks with engagement outcomes detailed in the Community Engagement Feedback Report (attachment 3).

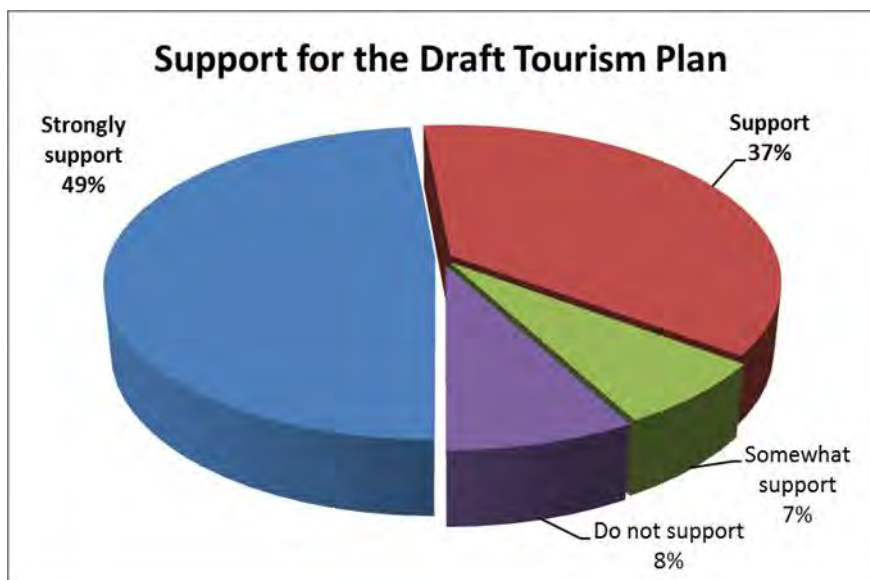
Key community engagement outcomes

A summary of key engagement outcomes include:

AWARE PARTICIPANTS Those who made a single visit to the tourism project page	INFORMED PARTICIPANTS Those who opened a tourism document or image	ENGAGED PARTICIPANTS Those who participated in a tourism quick poll or survey
1,260	475	201

Further breakdown of engagement outcomes:

- Facebook posts reached 17,150 people with 369 post engagements and 255 clicks through to the tourism Your Say page
- Over 300 downloads of the draft plan
- 101 quick poll responses rating levels of support for our tourism plan, 94 surveys completed and 6 letters received.



Support for the draft tourism plan was received from:

- Federal Minister for Trade, Tourism and Investment Senator Simon Birmingham
- State Minister for Trade, Tourism and Investment David Ridgway MLC
- South Australian Tourism Commission (SATC)

Amendments to the draft tourism plan

Through the public consultation process on the draft plan, opportunities were identified to improve the plan. An elected member session was also held on 11 June 2019, with a summary of the session provided to elected members to enable a final review of the plan. The following amendments have been included within the Tourism Strategic Plan 2019-23:

Strategic Pillar	Current content/New addition	Proposed change
Marketing	Current content: Investigate the opportunity to develop a new wine and coastal road trip (tour route)	Work with the SATC in investigating the opportunity to develop routes/itineraries, responding to SA's Southern Ocean Drive and Epicurean Way Touring Routes (noting both SATC touring routes include the City of Onkaparinga)
Experience Development and Capacity Building	New addition	Encourage and support the development of unique and appealing cultural experiences (including Aboriginal experiences), heritage and

		geo tourism initiatives
Place and Precinct Building	New addition	Work with Assets and Technical Services in advocating for long vehicle parking in identified tourism precincts
Tourism Investment Attraction	New addition	Cycling/Walking Trails Advocate for the following trail initiatives connecting our experiences <ul style="list-style-type: none"> • Link from Willunga to Coast Park Aldinga • McLaren Vale to McLaren Flat using the off road network • McMurtrie Road (connection to the Shiraz Trail) • Witton Bluff - Christies Beach to Port Noarlunga • Completion of the broader Coast Park trail
	New addition	Advocate for the upgrading of the council owned tourist facilities ie Caravan Parks

Four year implementation/action plan

To ensure the delivery of the Tourism Strategic Plan 2019-23, a four year implementation/action plan has been determined with identified budget and resourcing required (attachment 2).

4. Financial Implications

This report outlines the Tourism Strategic Plan 2019-23 and its initiatives over the four years, as well as the proposed budget impact to implement the plan, as outlined in the table below and detailed in Attachment 2.

We have laid very strong foundations to sustainably grow the local tourism industry and boost our local economy through our previous tourism plan, delivered by one dedicated resource (tourism officer).

Whilst there is always more that can be done, the plan focusses upon identifying opportunities which have a very high impact for minimal investment and enable the local tourism industry to deliver the plans vision.

To enable us to achieve our Tourism Strategic Plan 2019-23 vision and realise the **City's tourism potential, we have focussed on new initiatives in addition to the activities that we already undertake.**

In addition to the existing tourism officer, a full time tourism resource is required from Year 2 to support the new initiatives. Through the plan, the vision is to grow annual visitor expenditure from \$210million (2017/18) to \$300million (2023), whereby the following investment is sought:

Year	Tourism Plan Delivery	Budget required	Budget description/breakdown
2019/20	Year 1	\$309,257	\$203,500 Current investment \$105,757 Tourism Officer *
2020/21	Year 2	\$451,312	\$250,000 budget \$107,872 Tourism Officer* \$93,440 additional FTE *
2021/22	Year 3	\$446,838	\$241,500 budget \$110,029 Tourism Officer* \$95,309 FTE *
2022/23	Year 4	\$472,445	\$263,000 budget \$112,230 Tourism Officer* \$97,215 FTE*

* denotes includes employment 'on costs'

The plan is to be funded through increased allocations to Tourism Operating and Project and Capital Works budgets.

Whilst the visitor expenditure is realised by the local tourism industry, by reaching \$300million in 2023, the return on investment from the \$472,445 sought is a ratio of \$635 visitor expenditure for every \$1 council invests in tourism.

6. Risk and Opportunity Management

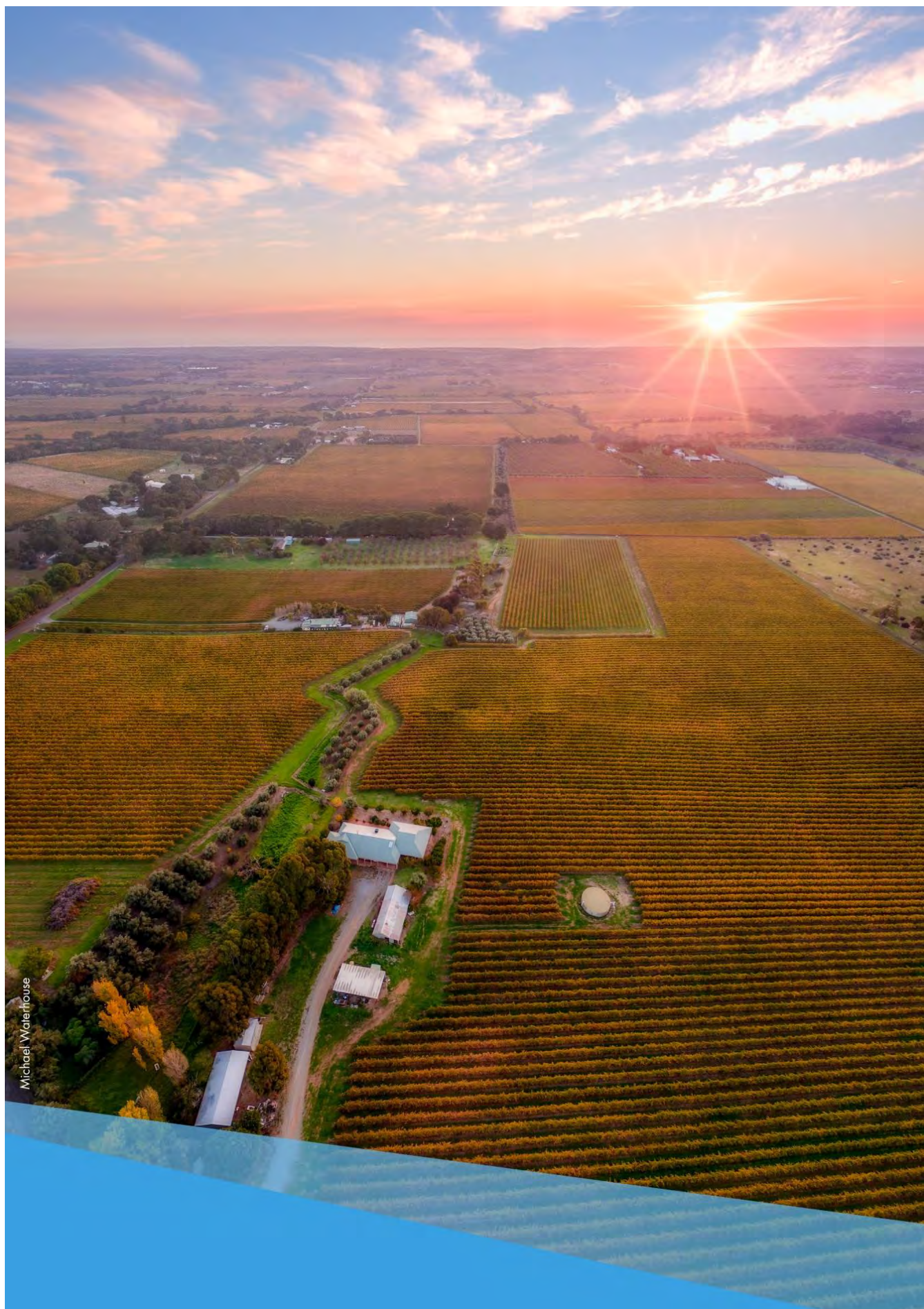
Opportunities	
Identify	Maximising the opportunity
Create an opportunity for the City to be one of the most visited destinations outside of Adelaide.	For our City to increase its market share of visitors and remain a leading tourism destination for the state and Fleurieu Region, the tourism strategic plan focusses upon initiatives and actions whereby Council has the most influence and impact to enable a local tourism industry and maximise visitor stay and spend. Strategic pillars include: leadership, marketing, experience development and capacity building, place and precinct enhancement, as well as tourism investment attraction.
Tourism significantly contributes to the economy of Onkaparinga.	Given tourism is the fastest growing sector in the South Australian economy, the tourism strategic plan identifies key strategic directions to sustainably grow the visitor economy in Onkaparinga to \$300 million by 2023, from \$210 million in 2017.
Clearly articulate and define the City of Onkaparinga's role and responsibilities in tourism.	The tourism strategic plan articulates the proposed role for the City of Onkaparinga as well as how the organisation can align, engage and collaborate with other organisations/agencies as part of the broader tourism industry. The clarification of roles is fundamental to the successful delivery of the tourism vision and Onkaparinga 2035 vision.

Alignment with state and regional plans to maximise tourism opportunities.	Key state and regional tourism stakeholders have been engaged throughout the development of the strategic tourism plan to ensure it aligns with state and regional plans and priorities.
Work collaboratively with a range of stakeholders which assist us in delivering our key priorities.	Engage and collaborate with our key stakeholders in delivering the tourism strategic plan. Tourism Officer supports to manage our key industry body relationships including Fleurieu Peninsula Tourism (three year agreement), South Australia Tourism Commission, Tourism Industry Council South Australia, and local business and tourism associations.

Risks	
Identify	Mitigation
Ongoing organisational budget pressures in setting annual council rates.	Whilst there is always more that can be done, the plan focusses upon identifying opportunities which have a very high impact for minimal investment and enable the local tourism industry to deliver the plans vision. Whilst the visitor expenditure is realised by the local tourism industry, by reaching \$300million in 2023, the return on investment from the \$472,445 sought is a ratio of \$635 visitor expenditure for every \$1 council invests in tourism.
Tourism strategic plan doesn't receive the funding or resourcing required to deliver the plan.	Should the funding and resourcing required to deliver the plan as outlined in this report not proceed, the plans new initiatives are unable to commence and targets/actions within the plan will be reduced. Therefore the tourism potential as outlined in the plan will not be realised.
Draft objectives are ambitious.	Whilst the objectives have been created to increase the City's visitor expenditure and market share , economic modelling and forecasting has been undertaken to ensure sustainable growth is achievable whilst reaching for a stretch target.
Tourism is a dynamic and fast-paced industry, whereby industry and consumer trends change quickly.	Whilst the implementation/action plan outlines the proposed approach to deliver the tourism plan, it is noted that some flexibility will be required to respond to industry and consumer trends as they occur.

On balance, based on the above, we suggest proceeding as per the recommendations.





Michael Waterhouse

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EXECUTIVE SUMMARY

By 2023, 1.6 million visitors could be injecting \$300 million a year into Onkaparinga's economy, up from 1.2 million visitors spending \$210 million in 2017/18. The City of Onkaparinga together with the local tourism industry have identified opportunities to create this growth.

Tourism has become an important part of Onkaparinga's economy, attracting over 1.2 million visitors, generating \$210 million in visitor expenditure in 2017/18 and providing 2485 local jobs across 1,033 tourism businesses*. The sector significantly contributes to the City of Onkaparinga's Community Plan, Onkaparinga 2035, through people, place and prosperity and enables a strong, sustainable and vibrant city.

The City of Onkaparinga strategic tourism plan 2019-23 positions the tourism sector as a key economic driver for the local economy.

Onkaparinga (City) is uniquely positioned in South Australia, where the coast meets the vines and is the gateway to the Fleurieu Peninsula region. Home to the internationally renowned McLaren Vale Wine Region and 31 kilometres of pristine beaches and rugged coastline, the City offers seaside and historic villages and an impressive food culture emanating from the first farmers market in South Australia (Willunga Farmers Market), with restaurants and cafes presenting paddock to plate inspired menus - all within 40 minutes of Adelaide.

The d'Arenberg Cube has created a game-changing experience for the City, with other significant tourism developments including Mitolo and Beresford, elevating the tourism profile and inspiring future tourism opportunities including accommodation.

The City's tourism attractions, experiences and townships are important contributors in establishing a prosperous, diverse and competitive economy and play an active role in Onkaparinga being an attractive place to live, do business as well as visit. The City's strengths of food and wine, aquatic and nature, arts and culture, as well as events have driven an enviable increase in tourism over the past five years,

however, there is untapped tourism potential. There are significant opportunities to improve the tourism marketing of the City, add depth to the range of visitor experiences, and work together more effectively across the City to maximise visitation and spend.

The vision is to work with Onkaparinga's connected and engaged tourism industry to enable Onkaparinga to become South Australia's most visited destination outside of Adelaide, delivering \$300 million in visitor expenditure by 2023, creating a prosperous, diverse and competitive economy.

Through implementing the plan, the City of Onkaparinga aims to increase visitor expenditure to a total of \$300 million in 2023. This is to be achieved by increasing day visitation and expenditure, as well as securing a greater share of overnight visitors to South Australia.

The vision will be delivered by focusing activities on a series of strategic pillars:

- 1) Leadership, Partnerships and Co-ordination
- 2) Marketing
- 3) Experience Development and Capacity Building
- 4) Place and Precinct
- 5) Visitor Servicing
- 6) Tourism Investment Attraction

The City of Onkaparinga strategic tourism plan 2019-23 is the outcome of research, analysis and industry consultation. The plan sets a new clear tourism direction for the City, identifies future potential growth and recognises the opportunity the City has to harness and manage the growth for the benefit of the community and visitors.

*City of Onkaparinga Local Government Area Profile, Tourism Research Australia.

OUR APPROACH

The City of Onkaparinga together with the local tourism industry have created the plan through research, economic modelling, consultation and workshops.

A whole-of-industry approach has been taken in preparing the strategic tourism plan, providing a framework which seeks to maximise return on investment. The following outlines the plans development phases.

Tim Thorpe

Phase 1

Research

- ▶ Product and experience audit
- ▶ Policy and strategy review
- ▶ Visitor market review
- ▶ Economic assessment of the city

Phase 2

Consultation

- ▶ Consultation with internal teams across the organisation
- ▶ Workshop with Directors and Elected Members
- ▶ Workshop with the Economic Development Forum and industry
- ▶ Individual consultation with local, regional and state stakeholders
- ▶ One-to-one engagement with local tourism operators

Phase 3

Analysis

- ▶ Development of vision and objectives
- ▶ Preparation of an interim findings report

Phase 4

Draft Strategic Tourism Plan 2019-23

- ▶ Consultation and feedback
- ▶ Workshop with Directors and Elected Members

Phase 5

Final Strategic Tourism Plan 2019-23

The strategic tourism plan has been prepared and aligned with additional projects including:

Detailed local tourism destination audits

- ▶ In working with the city's Economic Development Forum, destination audits were undertaken across five identified tourism precincts including Aldinga, Christies Beach, McLaren Vale main street, Port Noarlunga and Willunga. The audits were undertaken to provide an independent assessment of each tourism precinct from a visitor perspective.

Tourism destination identity/brand

- ▶ Through the local tourism industry's and community's feedback, the tourism positioning of the City has been determined. It will convey its unique strengths to target markets, visitors and community and will be used in all future tourism marketing and promotion of the City.

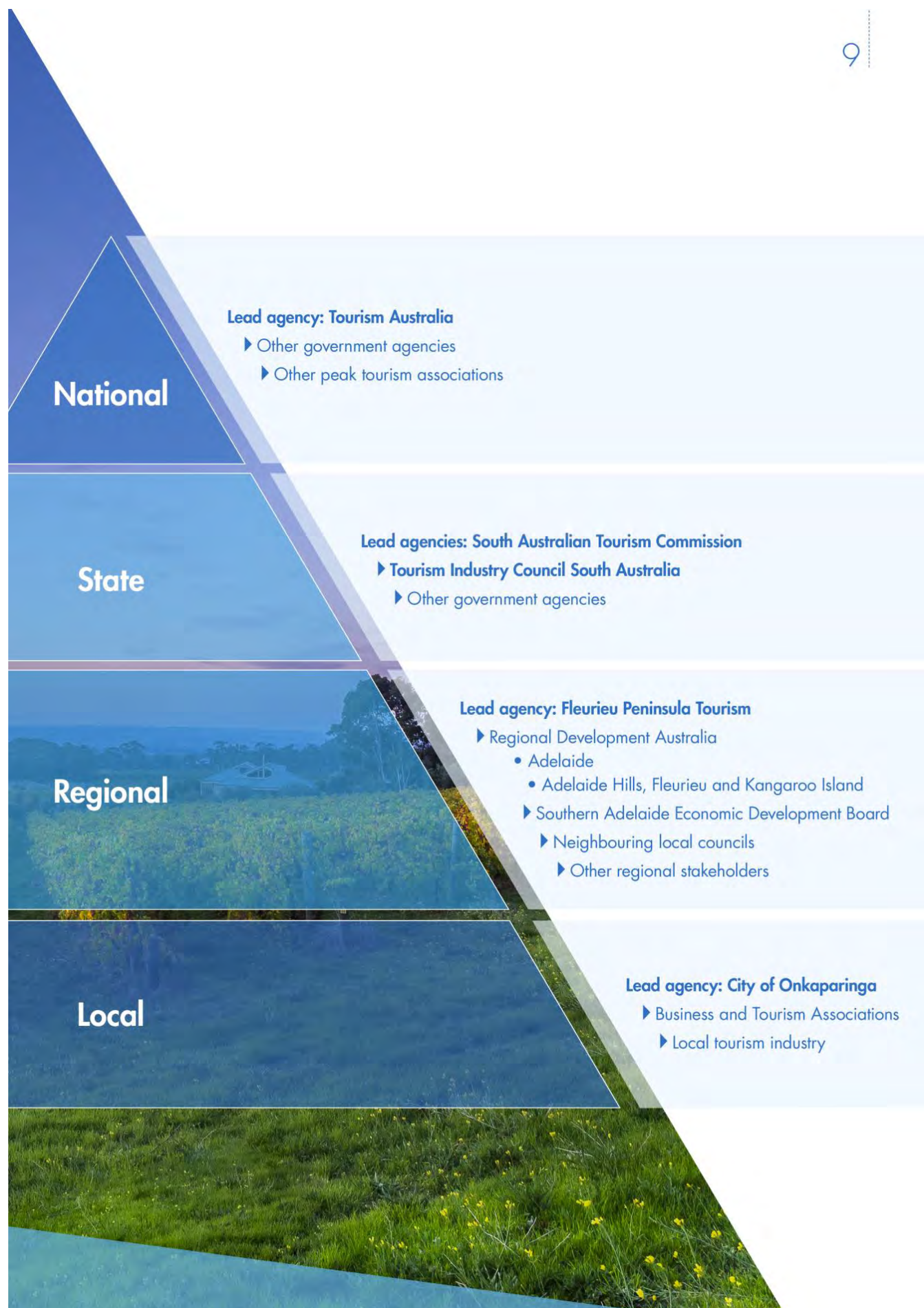
Key outcomes and learnings from these initiatives have been incorporated in the preparation of the strategic tourism plan.

OUR TOURISM INDUSTRY

There are a range of stakeholders who are highly engaged and focussed on growing visitation and spend from Tourism Australia to local tourism operators.

It is important that the focus and direction of key stakeholders is understood to ensure opportunities are maximised. The City of Onkaparinga is committed to providing tourism leadership for the City and supporting tourism initiatives which align to the tourism plan, contributing \$300 million visitor expenditure to the local economy by 2023.

Michael Waterhouse



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National

► Tourism Australia

Tourism Australia undertook research with 90,000 respondents to better understand the influencing factors on consumers considering travel to Australia. In doing so they developed three key marketing pillars focussing on the following attractions and experiences:

- Aquatic and Coastal
- Food and Wine
- Youth

Tourism Australia and the South Australian Tourism Commission (SATC) partner on specific marketing campaigns which align to target markets and maximise reach and engagement. Two of the three marketing pillars strongly align to Onkaparinga's tourism offering, together with the positioning of the Fleurieu Peninsula.

State

► South Australian Tourism Commission

The South Australian Tourism Commission (SATC) is the lead state based tourism marketing agency. Key focus areas for the state include:

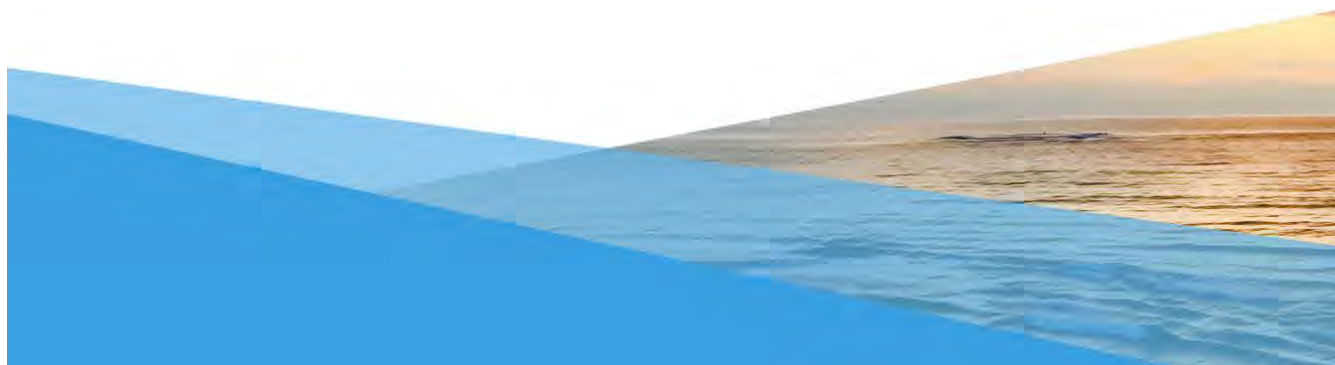
- Intrastate/interstate marketing
- Asia markets
- Events
- Tourism Infrastructure Fund
- Regional Visitor Strategy Implementation

Whilst it is acknowledged international is where visitation growth will come from, the domestic market is vital.

Key international growth markets for South Australia include:

- Europe
- Asia
- North America
- New Zealand

Greater engagement is sought with SATC, particularly around co-operative marketing opportunities for further promotion of the region and Onkaparinga.



Regional

► Fleurieu Peninsula Tourism

Fleurieu Peninsula Tourism (FPT) is the regional tourism organisation for the City of Onkaparinga and is primarily funded by the four Fleurieu councils of Alexandrina, Victor Harbor, Yankalilla, together with Onkaparinga.

Whilst it is acknowledged that FPT is the conduit of the SATC (as the Commission is unable to work with 62 councils across the state), FPT is significantly challenged in resourcing and funding as part of its delivery model. A greater partnership needs to occur between SATC and FPT, particularly from a marketing and promotional perspective.

Three key focus areas for FPT include:

- Delivering a unified 'one voice' for the region
- Connection, collaboration and communication
- Marketing

Local

► City of Onkaparinga

The City's strengths of food and wine, aquatic and nature, arts and culture, as well as events have driven an enviable increase in tourism over the past five years, however, there is untapped tourism potential.

For the City to increase its market share of visitors and remain a leading tourism destination for the state and Fleurieu Region, a focus will need to be placed upon marketing, experience development and capacity building, place and precinct enhancement, as well as tourism investment attraction. The ability to work together more effectively across the City, as well as collaboratively at regional and state levels offers the opportunity to maximise visitation and spend.

The rolling hills, the vineyards, the gorgeous coastline, the markets... I've done it all in one day. Imagine what you could do in a weekend!

Gary Mehigan – MasterChef Judge



Paul Reinwell

12

ROLES AND RESPONSIBILITIES

The City of Onkaparinga's tourism focus is to provide industry leadership, promote the destination and support the development of the local tourism industry to drive visitation growth, create jobs and generate economic prosperity.

To enable the City of Onkaparinga to maximise its tourism opportunities it is important that it establishes a clear understanding of its roles and responsibilities, as well as aligning, engaging and collaborating with other organisations/agencies as part of the broader tourism industry. The clarification of roles is fundamental to the successful delivery of the tourism vision and Onkaparinga 2035 vision.

The City of Onkaparinga's role in tourism will focus upon:

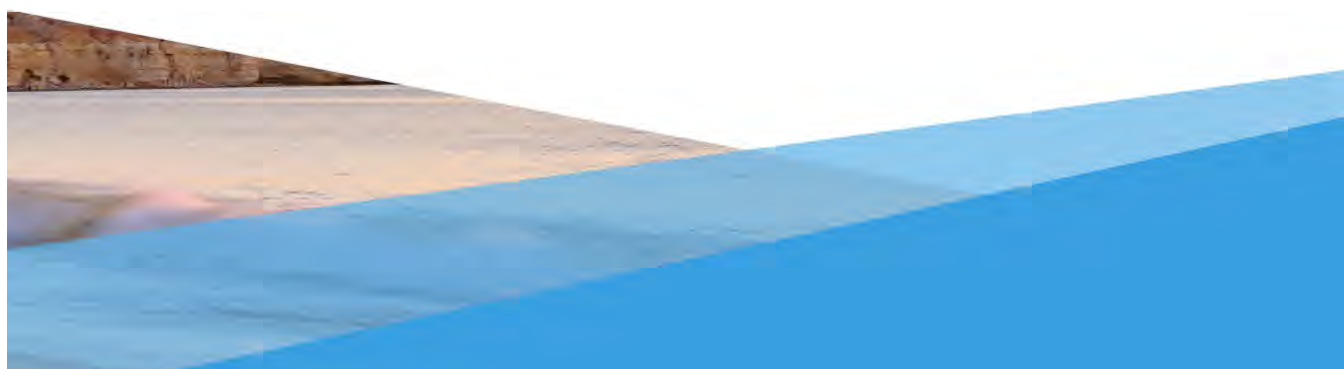
- ▶ Industry leadership and advocacy
- ▶ Local destination marketing
- ▶ Event development/support
- ▶ Place and precinct (experience building)
- ▶ Visitor Servicing and digital wayfinding
- ▶ Experience/product development
- ▶ Business/workforce support
- ▶ Supporting tourism development (planning framework, investment friendly)
- ▶ Research/performance measurement
- ▶ Part-funding of Fleurieu Peninsula Tourism



Shav Bird

National			
Agency	Principle Roles	Council's Engagement	Objectives / Benefits from Engagement
Tourism Australia (TA)	<ul style="list-style-type: none"> • International Marketing 	<ul style="list-style-type: none"> • Engagement mainly via SATC and FPT 	<ul style="list-style-type: none"> • Ensuring Onkaparinga's premier tourism experiences are profiled by Tourism Australia

State			
Agency	Principle Roles	Council's Engagement	Objectives / Benefits from Engagement
South Australian Tourism Commission (SATC)	<ul style="list-style-type: none"> • Strategy and policy • International/domestic marketing • Support for tourism regions • Research • Support for major/regional events • Supporting industry capability 	<ul style="list-style-type: none"> • Engagement with SATC mainly via FPT • Industry events/workshops • Direct contact on specific issues – research, VICs etc 	<ul style="list-style-type: none"> • Influencing State tourism policy initiatives • Ensuring Onkaparinga's tourism products and experiences feature prominently in SATC's marketing, media and trade activities • That Onkaparinga's tourism businesses are fully aware of, and take up support and business opportunities provided by SATC
Tourism Industry Council South Australia (TICSA)	<ul style="list-style-type: none"> • Advocating for position tourism policy • Tourism business training and networking • SA Tourism Awards • Tourism accreditation 	<ul style="list-style-type: none"> • Workshops, industry events • Direct communications where appropriate - VIC accreditation etc 	<ul style="list-style-type: none"> • Contributing to policy positions • That Onkaparinga's tourism businesses are fully aware of, and take up support and business opportunities provided by SATC



Regional			
Agency	Principle Roles	Council's Engagement	Objectives / Benefits from Engagement
Fleurieu Peninsula Tourism (FPT)	<ul style="list-style-type: none"> • Implementation of the Fleurieu Peninsula 2020 Tourism Strategy • Delivering a unified 'one voice' for the region • Connection, collaboration and communication • Marketing 	<ul style="list-style-type: none"> • Agreement of annual business plan • FPT Board member • Regular direct communication – meetings, workshops, e-communications • FPT is a member of the proposed tourism advisory committee 	<ul style="list-style-type: none"> • Council obtains good value/ measurable impact from its investment in FPT • Onkaparinga tourism products and experiences achieve an appropriate level of profile in regional marketing, trade and familiarisation initiatives • Onkaparinga's tourism businesses are aware of, and take up support and business opportunities provided by FPT • FPT represents the City's tourism interests in work programming and prioritisation initiatives with SATC
Regional Development Australia (RDA) – Adelaide – Adelaide Hills, Fleurieu and Kangaroo Island	<ul style="list-style-type: none"> • Facilitating economic development • Attracting investment • Supporting business development • Advocating for a prosperous tourism industry 	<ul style="list-style-type: none"> • Partnering as a metropolitan council 	<ul style="list-style-type: none"> • Awareness and access to program opportunities, partnering initiatives
Southern Adelaide Economic Development Board (SAEDB)	<ul style="list-style-type: none"> • Provide industry leadership to further develop the Southern Adelaide economy • Influence the decision-making of organisations and individuals which will have a positive impact on the future of the region • Promote the region as a location for business success 	<ul style="list-style-type: none"> • Collaboration with the City of Marion 	<ul style="list-style-type: none"> • Work as a region to maximise the visitor experience and position Southern Adelaide as the 'destination of choice' for domestic and international visitors
Neighbouring local governments	<ul style="list-style-type: none"> • Destination management and marketing in their respective areas • Funding and supporting Fleurieu Peninsula Tourism 	<ul style="list-style-type: none"> • Liaison to identify joint working and partnership opportunities, which respond to visitor demand and experience delivery 	<ul style="list-style-type: none"> • New opportunities identified and established

Local			
Agency	Principle Roles	Council's Engagement	Objectives / Benefits from Engagement
Tourism industry and business associations	<ul style="list-style-type: none"> Investing in and delivering the visitor experience Marketing Representing member interests Australian Tourism Data Warehouse (ATDW) listings 	<ul style="list-style-type: none"> Engagement via local associations/ economic development forum Regular one to one contact ON Business Partner Program 	<ul style="list-style-type: none"> Supporting a healthy and prosperous tourism industry Active engagement in the implementation of the tourism plan Investment in tourism experiences Seeking agreement on roles and responsibilities, especially marketing
Local tourism industry	<ul style="list-style-type: none"> Deliver quality visitor experiences Being local and regional ambassadors ATDW listings and online presence 	<ul style="list-style-type: none"> Supporting business capacity/capability building through the ON Business Partner Program Sharing research and information regarding council-led tourism initiatives Cooperative marketing opportunities 	<ul style="list-style-type: none"> Supporting a healthy and prosperous tourism industry Investment in tourism experiences Active engagement in the implementation of the tourism plan

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NEW AND CHANGING MARKETS

The global nature of tourism continues to present new opportunities and emerging trends and have assisted in shaping Onkaparinga's strategic tourism plan.

Millennials will be 50% of spend by 2026

Millennials currently spend more than \$200 billion on travel annually and are typically aged between 22 and 37 years of age and value life experiences and social connection over traditional financial investments.

Over a billion extra people will be travelling

With aviation routes expanding and the rise of middle-class economies in a number of highly populated countries across the world, it has created new travel opportunities.

Authenticity and unique experiences will grow in importance

Given the volume of travellers and the creation of a time-poor lifestyle and fake news, leisure travel will become more highly influenced around authentic and unique experiences.

Connectivity will be standard

Whilst travelling internationally and domestically, consumer expectation is for Wi-Fi connectivity and easy access to private and public transport. Destinations who offer these options will continue to grow.



Sharing travel experiences on social media platforms

Instagram and Facebook are the most used social media platforms when sharing travel experiences and significantly influence friends and family travel preferences.

Sharing economy

The emergence of sharing economies like Airbnb and Uber will continue to develop. It forms part of experiencing the destination like a local and will continue to be embraced by consumers.

Food tourism will remain popular

When travelling for leisure or business, dining adds to the overall visitor experience, with elements of bragability appearing in social media posts.

Staycations

Where destinations are located in close proximity to home, the family dwelling will be used as a base to visit and explore new or favourite experiences.

Solo travel

The solo traveller is an emerging market, particularly through the youth and mature aged markets.



South Australian Tourism Commission

DESTINATION OVERVIEW

Onkaparinga is one of the most visited destinations outside of Adelaide. The combination of the internationally renowned McLaren Vale Wine Region, the pristine beaches and world-class visitor experiences is what makes the City unique and special.

The City of Onkaparinga is located on the southern fringe of the state capital city Adelaide, 40 minutes from the central business district as well as the international and domestic airport. The City captures approximately 6.5% of the state's overall visitation and is the gateway to the Fleurieu Peninsula tourism region.

Home to some of the state's most inspirational and recognisable tourism experiences, iconic local wineries d'Arenberg and Wirra Wirra have been invited to be part of Tourism Australia's Ultimate Wine Experiences of Australia. The City is also featured in two of South Australia's official touring routes, namely the Epicurean Way and Southern Ocean Drive.

The City is uniquely positioned in South Australia, where the coast meets the vines and offers some of the state's best experiences in food and wine, aquatic and nature, arts and culture and events. Home to the McLaren Vale Wine Region and over 31 kilometres of pristine coastline, the City continues to attract national broadcasters with international audiences like Masterchef and Sunrise, as well as hosting the most picturesque and defining stage of the annual Tour Down Under cycling race.

Over the past five years, the City's visitation and visitor spend has continued to grow sustainably, achieving an overall 79% increase in visitor expenditure. In 2013 the city attracted 1 million visitors who spent \$117 million, with the city experiencing its highest visitation and expenditure in 2017/18 - 1.2 million visitors generating \$210 million in visitor expenditure*.

Domestic overnight visitors are primarily from intrastate (62%). Approximately 15% of interstate visitors originate from Victoria, with a further 11% from New South Wales*.

The top three international visitor markets for the city are the United Kingdom (33%), USA (9%) and New Zealand (7.5%)*. It is also recognised that South Australia is experiencing significant visitation growth from markets such as China, Indonesia, India and other Asia and there is potential to attract additional visitation from these markets, as part of their visit to Adelaide.

The primary purpose of day visits to Onkaparinga is holiday/leisure, followed by visiting friends and relatives (VFR) and business*. The large leisure and small business market is an important characteristic to note – being a driver for the highly seasonal nature of visitation patterns to the region. The domestic overnight and international visitors' profile differ slightly from day visitation in that visiting friends and relatives are much higher than holiday/leisure visitation.

Given the City's close proximity to Adelaide, it is a popular day trip destination. Over 81% of its visitors are day-trippers, with only 19% staying overnight (18% domestic and 1% international)*. It is acknowledged that the high number of day visitors will continue, however there is opportunity to increase overnight visitation through experience development, packaging of commissionable product and promotion and new/improved accommodation offerings.

There is a new wave of innovative tourism development emerging within the City, with the iconic d'Arenberg Cube creating a game-changing tourism experience. It has shone a spotlight on the City and broader Fleurieu Region by gaining national and international attention, which increases the awareness of the City in domestic and international visitor markets. Other significant new tourism experiences include the Mitolo Tasting Room and Bocca di Lupo Restaurant, Beresford Tasting Pavilion and Beresford House, as well as Hotel California Road.

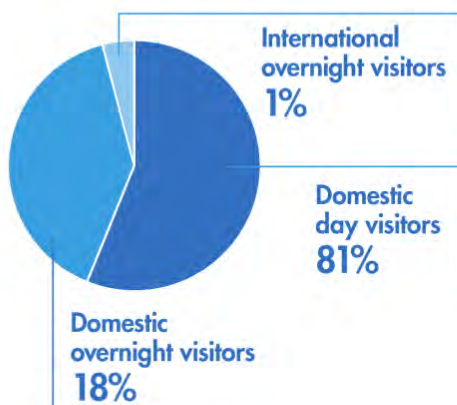
For the City to increase its market share of visitors and remain a leading tourism destination for the state and Fleurieu Region, a focus will need to be placed upon marketing, experience development and capacity building, place and precinct enhancement, as well as tourism investment attraction.

*City of Onkaparinga Local Government Area Profile, Tourism Research Australia

2017/18 SNAPSHOT*



Visitation



Overnight visitation

Within South Australia **62%**

Victoria **15%**

New South Wales **11%**



Top 3 international visitor markets

United Kingdom **33%**

USA **9%**

New Zealand **7.5%**



Reasons to visit

Holiday/leisure **55%**

Visiting friends and relatives **39%**

Business **4.5%**

*City of Onkaparinga Local Government Area Profile, Tourism Research Australia.

SWOT ANALYSIS

The uniqueness of the wine region and pristine coastline together with the diversity of experiences provide strong opportunities to increase visitation and visitor spend, however the region isn't as connected as it could be.

Through consultation and engagement undertaken in developing the plan, the tourism identity/brand as well as the destination audits, it has provided valuable insights into the strengths, gaps, opportunities and challenges faced by the City, providing a strong foundation to progress new opportunities.

Strengths	Weaknesses
<ul style="list-style-type: none"> • Unique mix of coast and wine region • Good accessibility – proximity of Adelaide/ Adelaide Airport • Variety of experiences on offer • Inclusion on regional/state touring routes • McLaren Vale's position as a premier wine region with wineries wine distribution profiling the region globally • The wine region has a distinct authentic feel compared with the Barossa and other regions • High quality winery experiences • Quality local produce and long-standing food culture • High quality beaches and coastal environment • Coastal walks and trails • Growing arts and cultural scene • Walkability within townships • Distinct village vibe/feel to townships • History/heritage – of the wine region and areas such as Clarendon, Willunga • Extensive cycle network/home to a stage of Tour Down Under • Visitor Information Centre well located, providing opportunity to influence visitor behaviour 	<ul style="list-style-type: none"> • Wine and coastal components of region are not as connected as they should be • Online presence and promotion is disjointed • Seasonality in visitation • Very high day visitor market • Limited night-time visitor economy • Limited public transport options and taxi services within the region • Limited larger scale accommodation offer, especially in the wine region • Inconsistent opening hours for establishments • Inconsistencies in visual appeal of tourism townships, especially McLaren Vale • Underdeveloped coastline/limited activation for tourism experience

Opportunities	Threats
<ul style="list-style-type: none"> • Improved tourism coordination and leadership and clarity in terms of roles and responsibilities • New coordinated approach to tourism marketing • Establish a branding approach which provides an umbrella for complementary regional experiences • Leveraging the visitation generated by the Cube • Packaging and cross promotion opportunities • Activation of the coastline, providing additional spending opportunities and creating 'reasons to visit' including new precinct-based development • Identifying nightlife and winter opportunities • Cycling facilities and infrastructure • Improved business and streetscape presentation in some tourism precincts • New visitor accommodation options • Experience led approach by SATC and Tourism Australia provides the opportunity to ensure the region grows its presence in marketing initiatives • Growing depth and range of nature based experiences • Grow cultural and arts events and experiences • Rationalisation of signage within the region and transitioning to digital wayfinding • Continuing to grow business capacity and skills 	<ul style="list-style-type: none"> • Failure to work as a coherent region will result in unfulfilled tourism potential • Community opposition to growth/development at times • Lack of awareness of some local business of the benefits of tourism activity • Infrastructure in smaller townships not suitable to service increases in tourism • State and local planning framework provides challenges for larger scale development around McLaren Vale and coastal nodes

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POSITIONING

Inspired by the breathtaking landscape of coast and vines, the City owns a unique opportunity to position itself as Adelaide's premier coastal, food and wine destination.

State and Regional Approach

Onkaparinga is part of the Fleurieu Peninsula tourism region, with the City's tourism experiences represented under the regional Fleurieu brand in state-wide marketing initiatives. Nature-based and coastal assets dominate Fleurieu's positioning with the City providing the focus for food and wine experiences.

The SATC is committed to the tourism regions as one of its key channels for developing and managing tourism across the state. In aligning with the approach championed by Tourism Australia, it takes an experience-led approach to marketing rather than the traditional destination-led approach.

Local Approach

A destination brand has been developed to clearly identify the tourism positioning of the City and convey its unique strengths to target markets, visitors and community. It was created in consultation with the local tourism industry as well as the community and will be used in all future tourism marketing and promotion of the City.

Following market testing, the City's tourism brand is McLaren Vale and Fleurieu Coast. This connects and complements both brands of McLaren Vale and Fleurieu Peninsula and also represents the coastal aspects distinctly from the wine region.

In determining the tourism destination brand for the City, through the comprehensive engagement with industry and community, the following themes consistently emerged. Whilst the strongest and most consistent themes appear on the first line of the table, it is also important to understand and recognise additional strengths and themes which also support the identity and positioning of the City.

Key words – What we are			
Sea	Wine	Food	Villages
Relaxed	Diversity	Nature	Art
Close	Clean	Beautiful	Inviting



Emily Shephard

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McLAREN VALE AND FLEURIEU COAST



WINE

The world-class McLaren Vale Wine Region is known for premium Shiraz and ultra-premium Grenache and Cabernet. The wine region has over 80 boutique cellar doors, offering a range of tasting experiences and is a member of the Great Wine Capitals of the World Network, joining other wine regions like the Napa Valley and Bordeaux. There is also an emergence of craft brewing and distilling, with a number of new taphouses and distilleries to experience.



FOOD

Iconic food experiences are found across the City, which is home to South Australia's first and favourite farmers market - the Willunga Farmers Market. It has driven a food culture inspired by local produce, delivering some of the state's best dining experiences featuring paddock to plate menus amongst the vineyard, valley or from a coastal clifftop.

WINE – FOOD – COAST – VILLAGES

The only place in Australia where pristine beaches and unique villages are part of an internationally recognised wine and food region within 40 minutes of a capital city.



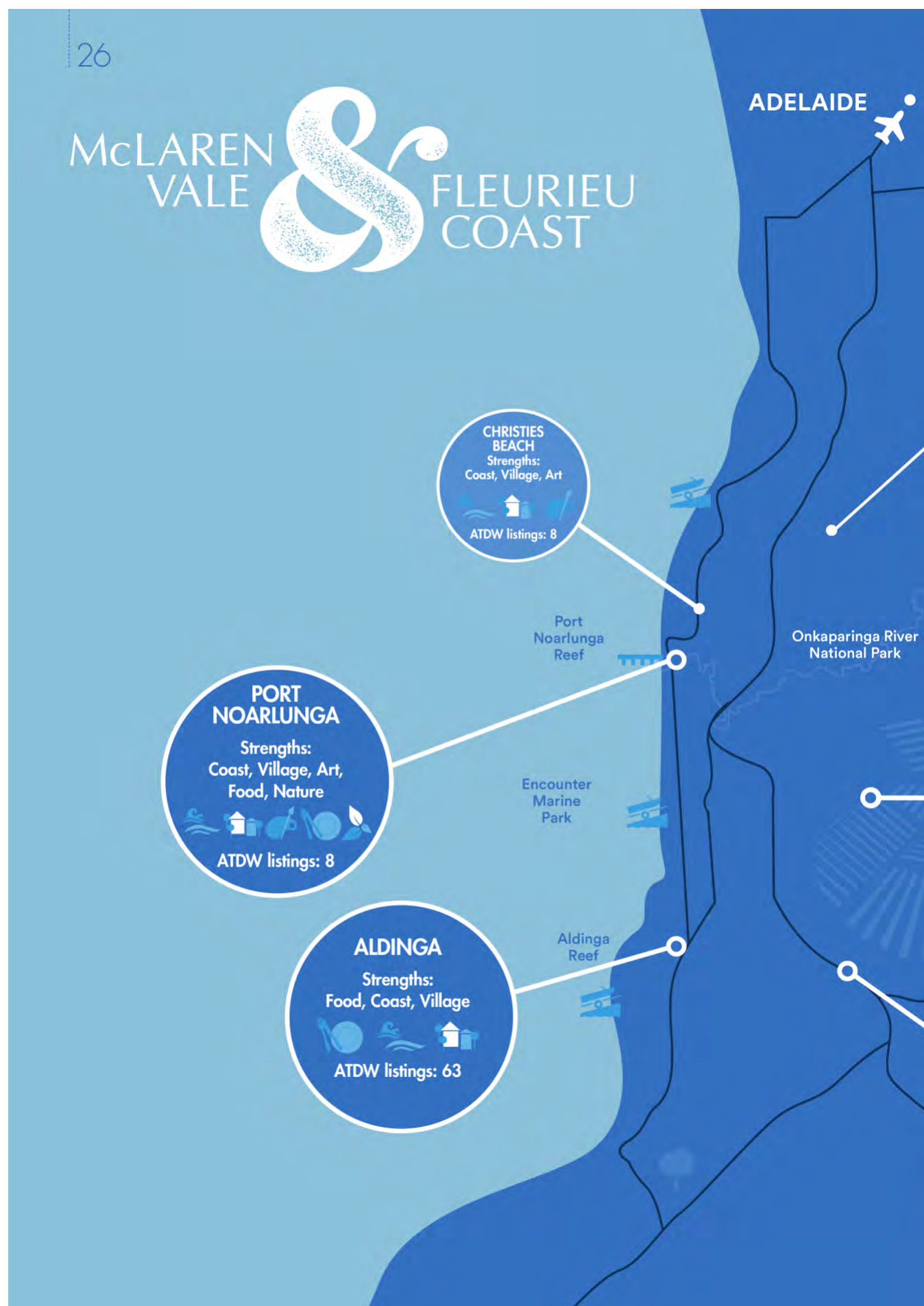
COAST

Home to a spectacular 31km stretch of coastline including pristine beaches presenting a range of aquatic experiences. Port Noarlunga and Aldinga are two of the most dived spots in South Australia, with the City also awarded Australia's first regional surfing reserve – Mid Coast Surfing Reserve.



VILLAGES

The City is dotted with coastal and historic villages, each offering their own unique vibe. The relaxed coastal atmosphere at Port Noarlunga and Aldinga's Old Coach Road, combined with the eclectic and vibrant village of Willunga and the picture-perfect township of Clarendon, provide an immersive local experience and a sense of discovery.





VISION AND OBJECTIVES

As the fastest growing economy in South Australia, tourism offers an economic opportunity to secure a prosperous and sustainable future for the City of Onkaparinga and its community.

Tourism Vision

Together, a connected and engaged local tourism industry enables Onkaparinga to become South Australia's most visited destination outside of Adelaide, delivering \$300 million visitor expenditure by 2023, creating a prosperous, diverse and competitive economy.



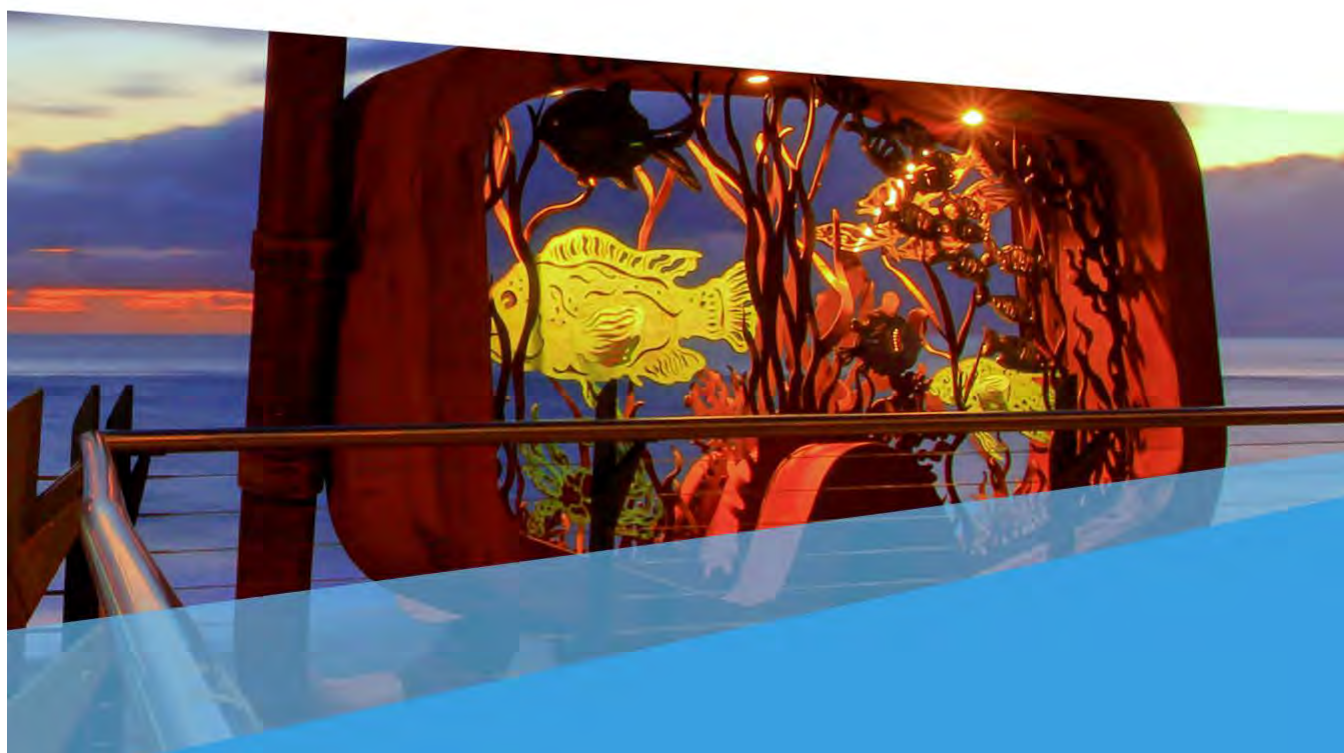
Danielle Lann

Strategic Directions

- Deliver effective collaboration and leadership for the tourism industry.
- Impactful destination positioning and promotion which grows destination awareness in target markets.
- Enable the development of additional and enhanced destination experiences, which build upon the brand and destination strengths, as well as the creation of new iconic experiences where supported by market demand.
- Initiate a tourism-led place/precinct building program which creates welcoming places to visit.
- Deliver innovative visitor servicing, destination management and digital wayfinding which connects the City for visitors, businesses and community.
- Create an investor-friendly climate to enable sustainable business development, investment and growth throughout the City.

Objectives

- Increase visitor expenditure to \$300 million by 2023.
- Grow Onkaparinga's annual market share of South Australia's food and wine visitation from 14.6% to 15.6% by 2023.
- Grow Onkaparinga's annual market share of South Australia's coastal and aquatic visitation from 6.1% to 6.5% by 2023.
- Grow daily yield from day visitors by 8% above natural growth by 2023.
- Increase Onkaparinga's annual market share of South Australia's overnight visitor numbers
 - domestic from 3.5% to 3.9%
 - international from 2.7% to 3.0% by 2023
- Facilitate a less seasonal visitor economy, focusing on growing visitation in shoulder months and midweek periods.
- Enable development of an improved range of visitor experiences.
- Encourage a coherent and connected tourism industry across the City of Onkaparinga which contributes significantly to future prosperity of the region.





THE OPPORTUNITY AND FUTURE DIRECTION

Tourism is vital to the City's economy and it has the opportunity to increase visitor spend to \$300 million by 2023. Whilst the City has experienced an increase in visitation and spend over the past five years, there is more to be done.

Through implementing the plan, the City of Onkaparinga aims to increase day visitation and expenditure, as well as securing a greater share of overnight visitors to South Australia.

The tourism vision will be delivered by focusing activities on a series of strategic pillars.

2017/18* WHERE WE ARE NOW

Visitor expenditure	\$210 million \$575,000 per day
Employment	2,485 direct jobs
Tourism businesses	1,033

2023 WHERE DO WE WANT TO BE

Visitor expenditure	\$300 million \$820,000 per day
Employment	2,925 direct jobs
Tourism businesses	1,060

*City of Onkaparinga Local Government Area Profile, Tourism Research Australia.

LEADERSHIP, PARTNERSHIP AND COORDINATION

Create leadership, partnership and collaborative approaches that will act as key enablers to help connect a diverse and geographically dispersed industry.

Strategic Direction: Deliver effective collaboration and leadership for the tourism industry

Our opportunity: Leadership, Partnership and Coordination		
What we will do	How will we do it	What will we measure
<ul style="list-style-type: none"> • Prepare and implement a tourism partnership and engagement framework. • Establish a tourism coordinating committee as the lead advisory body for tourism in the City (industry sector reps/community reps/council) • Develop a citywide tourism research program, facilitating yearround data collection further supported by locational and spend technologies 	<ul style="list-style-type: none"> • Agree a new contract/service level agreement with Fleurieu Peninsula Tourism Agreement (3 year agreement currently concludes June 2019) • Form an internal tourism coordination group (key internal stakeholders) – charged with implementation of strategy actions within council • Form a memorandum of understanding with McLaren Vale Grape Wine & Tourism Association (MVGW&TA) which confirms tourism roles and responsibilities and identifies joint and individual opportunities • Work with the Business and Tourism Associations to support the implementation of the tourism strategic roadmaps as identified and developed through the tourism audits • Work with local, regional, state and national tourism organisations to support the growth of tourism, as per the partnership framework objectives • Invest in a research program to inform decision-making; <ul style="list-style-type: none"> - develop an overall visitor profile - map the visitor journey pre, during and post stay - monitor visitor activity and dispersal - monitor satisfaction with the destination and intention to return 	<ul style="list-style-type: none"> • Annual satisfaction benchmark derived from a stakeholder satisfaction survey • Fully operational and resourced tourism plan supported by an advisory committee that represents the tourism industry across the City • Tourism is considered and integrated across departments • Business Associations are actively involved in tourism • Strategy remains relevant to visitor behaviours and industry needs



Marc Mandić

MARKETING

Identify strategic marketing activities which encompass partnerships, reflect brand propositions and values, destination positioning and promotional initiatives.

Strategic Direction: Impactful destination positioning and promotion which grows destination awareness in target markets.

Our opportunity: Marketing		
What we will do	How will we do it	What will we measure
<ul style="list-style-type: none"> • Implementation of a new citywide tourism brand based on identified selling position and brand values, leading to the preparation of an annual marketing plan. • Defining roles and responsibilities for delivering local marketing among key stakeholders, leading to creation of an effective and efficient local marketing partnership. • Work with local partners to rationalise investment in local tourism marketing, utilising the new tourism website as a shared resource by developing tourism precinct sub-sites, supported by business and tourism associations. 	<ul style="list-style-type: none"> • Develop an annual marketing plan which includes targeted marketing campaigns to maximise visitation and overnight stays • Establish strategic marketing relationships with neighbouring and 'feeder' destinations and regions • Agree an annual business/action plan with Fleurieu Peninsula Tourism with the aim of ensuring Onkaparinga's maximises exposure in state-wide, national and international marketing initiatives, and ensuring that the City's wine and food, coastal and nature-based experiences are to the forefront • Implement the city-wide tourism website (integrating tourism blog) driven by the city-wide tourism brand • Work with SATIC, FPT and SATC to promote ATDW participation among local businesses and experiences • Establish a proactive social media engagement program in partnership with local businesses, FPT and SATC • Work with Business and Tourism Associations to develop a strong digital presence and social media capability to engage with our target markets, which further complement existing activities (i.e. brand development, visitor guide, etc) • Investigate opportunities together with key stakeholders to create a sense of arrival into the McLaren Vale and Fleurieu Coast region at the southern end of the expressway (Old Noarlunga/Huntfield Heights) and other identified key gateways • Work with the SATC in investigating the opportunity to develop routes/itineraries, responding to SA's Southern Ocean Drive and Epicurean Way Touring Routes (noting both SATC touring routes include the City of Onkaparinga) • Within available resources, develop international marketing collateral reflecting current markets and emerging markets 	<ul style="list-style-type: none"> • Onkaparinga's annual market share of South Australia's food and wine and coastal and aquatic visitation/visitor expenditure • Daily average yield from day visitors • Onkaparinga's annual market share of South Australia's overnight visitor numbers • Visitation and yield of the Adelaide and South Australian market • Volume of ATDW listings • Onkaparinga's visiting friends and relatives market segment • Volume of content on SATC and Tourism Australia social media channels • Onkaparinga's market share of international visitors



Julie Fletcher



South Australian Tourism Commission

EXPERIENCE DEVELOPMENT & CAPACITY BUILDING

Building the skills and knowledge of tourism businesses to enable business growth as well as delivering a consistent message and quality service that inspires visitors throughout their travel. Experiences enable visitors to understand the uniqueness of the destination through stories and personal service which has them telling their friends and family. Experience development not only motivating visitors to become ambassadors for the destination, but also gives them the tools to help them relive experience and promote the destination.

Strategic direction: Enable the development of additional and enhanced destination experiences, which build upon the brand and destination strengths, as well as the creation of new iconic experiences where supported by market demand.

Our opportunity: Experience development and capacity building		
What we will do	How will we do it	What will we measure
<ul style="list-style-type: none"> • Implement a dedicated tourism training component as part of the ON Business Partner Program, to further develop and enhance the visitor experience. • Continue to support and build upon council led strategies/initiatives or tourism related owned infrastructure, which strongly contribute to visitation (e.g. cycling, arts, caravan parks, regional/state/national events etc.) • Work with the marketing and events team to attract innovative events to the city. Innovative and unique events and experiences should align to brand strengths and create a more compelling, year-round events calendar • In cooperation with internal teams, facilitate the development of Onkaparinga as a cycle-friendly visitor destination 	<ul style="list-style-type: none"> • Develop an annual industry capacity building/ tourism training program which targets opportunities such as digital marketing, ATDW, international market-readiness, experience development and business mentoring • Work with SATC and FPT, to ensure the local tourism industry can take part in tourism trade engagement programs and events • Support initiatives which respond to industry workforce training and development offered by government, peak bodies, tertiary education sector and training providers • Facilitate the development of commissionable visitor experiences for both the domestic and international markets • Encourage and support the development of unique and appealing cultural experiences (including Aboriginal experiences), heritage and geo tourism initiatives • Promote the merits of, and ensure businesses have the capacity to take advantage of TripAdvisor and other user generated content portals • Work with SATC and FPT to encourage uptake of tourism Accreditation programs as a means of demonstrating high quality business credentials to market 	<ul style="list-style-type: none"> • Volume of ATDW listings • Take up of industry accreditation programs by Onkaparinga businesses • Number of Onkaparinga tourism businesses utilising user generated content (UGC) services – TripAdvisor etc • Improvement in user generated content ratings for Onkaparinga tourism businesses • Number of new experiences/ businesses in market in target sectors - food and wine, adventure, cycling etc

PLACE AND PRECINCT BUILDING

Creating an authentic sense of place is a vital component in establishing a destination as an appealing place to visit. It is important to have the right business mix to attract visitors and locals, as often the vibe and energy of the local community attracts the visitor.

Strategic direction: Initiate a tourism-led place/precinct building program which creates welcoming places to visit.

Our opportunity: Place and precinct building		
What we will do	How will we do it	What will we measure
<ul style="list-style-type: none"> Facilitate the implementation of the agreed priorities as identified in the association tourism roadmaps resulting from the tourism destination audits Define and encourage the appropriate retail, entertainment and service mixes to attract visitors for the identified tourism precincts, supported by the development of a retail/opportunities prospectus 	<ul style="list-style-type: none"> Define the tourism positioning and offering for the McLaren Vale main street Develop and implement a pilot tourism focussed place building program in McLaren Vale, incorporating initiatives such as wayfinding, street dressing, public realm improvements, welcome/entry improvement and activation of a visitor hub Define the tourism positioning and offering for Christies Beach Build on the existing identified strengths of Aldinga, Willunga and Port Noarlunga Prioritise foreshore activation initiatives, identifying zones for pop-up food and drink opportunities during peak periods as a means of growing visitor yield Support cross-organisational initiatives and opportunities to improve the presentation of tourism precinct main streets, identifying tourism opportunities Work with Assets and Technical Services in advocating for long vehicle parking in identified tourism precincts 	<ul style="list-style-type: none"> Customer perceptions of precincts – TripAdvisor ratings Average visitor length of stay Average visitor yield/daily expenditure





Heidi Linehan

VISITOR SERVICING

A comprehensive approach to visitor servicing involves understanding the visitor journey and delivering across a range of touch points – from initial marketing and social media messaging through to in-destination service delivery. Whilst a personal approach has a higher influence on visitor activities and delivers quality experiences, digital wayfinding is paramount to ensure the destination is easy to navigate.

Strategic direction: Deliver innovative visitor servicing, destination management and digital wayfinding which connects the City for visitors, businesses and community.

Our opportunity: Visitor servicing		
What we will do	How will we do it	What will we measure
<ul style="list-style-type: none"> Focus the VIC's role as a visitor inspiration centre, with an increased emphasis on influencing visitor plans and dispersal once in the destination Undertake customer journey mapping to guide wayfinding opportunities which build regional cohesion and improve visitor orientation 	<ul style="list-style-type: none"> Upskilling the VIC team to have an emphasis on visitor service and experience delivery Developing the VIC as a hub for tours – potentially becoming a base for Uber pick-ups, autonomous vehicles, a base for events, event management etc Reviewing the space available in the VIC building with a view to creating a new visitor experience/reason to visit i.e. the story of the city and region Maintain national visitor information centre accreditation Review VIC operations a sustainable operating model, reflecting the VIC's role for Onkaparinga and as a gateway centre for the Fleurieu Region 	<ul style="list-style-type: none"> Customer satisfaction and visitation through the VIC Dispersal of visitors around the region

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TOURISM INVESTMENT ATTRACTION (ASPIRATIONAL)

A proactive approach to targeting and encouraging new tourism development or experiences.

Strategic direction: Create an investor-friendly climate to enable sustainable business development, investment and growth throughout the City of Onkaparinga.

Our opportunity: Tourism investment attraction		
What we will do	How will we do it	What will we measure
<ul style="list-style-type: none"> As part of the state planning framework review, lobby and provide feedback through the development policy team to advocate for policy which supports appropriate city-wide tourism development Identify and scope tourism infrastructure needs or experience gaps and work with the RDA, FPT and government agencies to progress the initiatives 	<p>Growth enabler</p> <p>Review the planning framework with a view towards developing policy which is suited to coastal and nature-based tourism development/ experience development opportunities.</p> <p>Coastal experience development</p> <p>Investigate development of the Port Noarlunga river precinct as a primary opportunity to activate the coast by:</p> <ul style="list-style-type: none"> creating a new coastal tourism hub, connecting through to the Onkaparinga River National Park activating the Port Noarlunga Reef <p>Accommodation</p> <p>Facilitate the development of new accommodation opportunities which support the brand positioning and align with market demand including:</p> <ul style="list-style-type: none"> Boutique hotel accommodation Medium to large scale tourism accommodation with conference facilities <p>Onkaparinga Gorge</p> <p>Work with the National Parks to identify and activate adventure and nature-based recreation experiences in Onkaparinga Gorge.</p> <p>Cycling/Walking Trails</p> <p>Advocate for the following trail initiatives connecting our experiences</p> <ul style="list-style-type: none"> Link from Willunga to Coast Park Aldinga McLaren Vale to McLaren Flat using the off road network McMurtrie Road (connection to the Shiraz Trail) Witton Bluff - Christies Beach to Port Noarlunga Completion of the broader Coast Park trail <p>Advocate for the upgrading of the council owned tourist facilities ie Caravan Parks</p>	<ul style="list-style-type: none"> New developments New commercial room stock numbers



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Acronyms

ATDW	Australian Tourism Data Warehouse
FPT	Fleurieu Peninsula Tourism
MVGW&TA	McLaren Vale Grape Wine & Tourism Association
RDA	Regional Development Australia
SAEDB	Southern Adelaide Economic Development Board
SATC	South Australian Tourism Commission
TICSA	Tourism Industry Council South Australia
TA	Tourism Australia
UGC	User Generated Content
VIC	Visitor Information Centre
VFR	Visiting Friends and Relatives



Adam Bruzzone



TOURISM ACTION PLAN 2019-23

Aims	#	Actions	Role	Stakeholders	2018/19 Budget	Yr1 2019-20	Yr2 2020-21	Yr3 2021-22	Yr 4 2022-23	Our Measurement
1. LEADERSHIP, PARTNERSHIP AND COORDINATION Deliver effective collaboration and leadership for the tourism industry.	1.1	Prepare and implement a tourism partnership and engagement framework (identifying key stakeholders and collaboration opportunities)	Owner	External Tourism Australia (TA), South Australian Tourism Commission (SATC), Fleurieu Peninsula Tourism (FPT), Business and Tourism Associations (BTA's)	\$47,500 (FPT agreement supporting regional tourism collaboration and enabling regional visitor strategy delivery)	Framework within existing resources \$48,500 + \$3000 for FPT review (new FPT agreement)	\$50,000 (Yr2 FPT agreement)	\$51,500 (Yr3 FPT agreement)	\$53,000 (new FPT agreement)	<ul style="list-style-type: none"> Annual satisfaction benchmark derived from a stakeholder satisfaction survey Fully operational and resourced tourism plan supported by a committee that represents the tourism industry across the City
	1.2	Establish a tourism coordinating committee as the lead advisory body for tourism in the City (industry sector reps/community reps/council)	Owner	Internal Strategy, Governance External FPT, BTA's, Tourism operators, Local community	\$0	Within existing resources	Within existing resources	Within existing resources	Within existing resources	<ul style="list-style-type: none"> Tourism is considered and integrated across departments Business associations are actively involved in tourism Strategy remains relevant to visitor behaviour and industry needs
	1.3	Develop a citywide tourism research program, facilitating year round data collection further supported by locational and spend technologies (shared with local businesses, supporting grant applications)	Owner	Internal Strategy, Business Performance Improvement, Visitor Centre External Private sector, Universities	\$35,000	\$30,000 - Tourism Sentiment Index - visitor profile project initiation	\$20,000 - Tourism Sentiment Index - visitor profile project	\$15,000 - visitor profile project	\$15,000 - visitor profile project	
2. MARKETING Impactful destination positioning and promotion which grows destination awareness in target markets.	2.1	Implementation of a new citywide tourism brand based on identified position and brand values (annual marketing plan and visitor guide)	Owner	Internal Public Relations, Visitor Centre External Organisations supporting the implementing of the annual marketing plan	\$50,000 (marketing) \$20,000 (visitor guide)	\$35,000 (marketing) - Social media management - 1 x small campaign - 1 x co-op marketing SATC - VIC rebranding \$20,000 (visitor guide) - distribution	\$70,000 (marketing) - Social media management - 2 x campaigns - 1 x co-op marketing SATC - photography - signage replacement \$20,000 (visitor guide) - distribution	\$60,000 (marketing) - Social media management - 2 x campaigns - 1 x co-op marketing SATC - photography \$20,000 (visitor guide) - distribution \$20,000 - investigation for routes /itineraries development	\$60,000 (marketing) - Social media management - 2 x campaigns - 1 x co-op marketing SATC - signage replacement \$20,000 (visitor guide) - distribution	<ul style="list-style-type: none"> Onkaparinga's annual market share of SA's food & wine and coastal & aquatic visitation/visitor expenditure Daily average yield from day visitors Onkaparinga's annual market share of SA's overnight visitor numbers Visitation and yield of the Adelaide and South Australian market Volume of ATDW listings Onkaparinga's visiting friends and relatives market segment
	2.2	Defining roles and responsibilities for delivering local marketing among key stakeholders, leading to creation of an effective local marketing partnership	Facilitator	Internal Visitor Centre External SATC, FPT, BTA's	\$0	Within existing resources	Within existing resources	Within existing resources	Within existing resources	<ul style="list-style-type: none"> Volume of content on SATC and Tourism Australia social media channels
	2.3	Work with local partners to rationalise investment in local tourism marketing, utilising the new tourism website as a shared resource by developing tourism precinct profiles, supported by business and tourism associations	Owner	Internal Visitor Centre External BTA's	\$62,000 (website development)	Part of website development	\$25,000 - SEO - Blog content - Video	\$25,000 - SEO - Blog content - Video	\$35,000 - Website refresh	<ul style="list-style-type: none"> Onkaparinga's market share of international visitors

Attachment 2

TOURISM ACTION PLAN 2019-23

3. EXPERIENCE DEVELOPMENT AND CAPACITY DEVELOPMENT Enable the development of additional and enhanced destination experiences, which build upon the brand and destination strengths, as well as the creation of new iconic experiences where supported by market demand.	3.1	Implement a dedicated tourism training component for ON Business Partner Program members, to further develop and enhance the visitor experience	Facilitator	Internal Business Growth and Innovation External Tourism Industry Council South Australia (TICSA), Australian Tourism Export Council (ATEC), FPT, Brand SA, Business SA	\$25,000 Internal professional development \$2,500	\$30,000 - digital - distribution - ATDW - accreditation modules	\$40,000 - digital - distribution - ATDW - accreditation modules - internationally ready	\$30,000 - digital - distribution - ATDW - accreditation modules	\$40,000 - digital - distribution - ATDW - accreditation modules - internationally ready	<ul style="list-style-type: none"> • Volume of ATDW listings • Take up of industry accreditation programs by Onkaparinga businesses • Number of Onkaparinga tourism businesses utilising user generated content services (eg Trip Advisor) • Improvement in user generated content ratings for Onkaparinga tourism businesses • Number of new experiences/businesses in market in target sectors (eg food & wine, coastal, adventure, cycling)
	3.2	Continue to support and build upon council led strategies/initiatives or tourism related owned infrastructure, which strongly contribute to visitation (eg cycling, arts, caravan parks, regional/state/national events etc)	Owner	Internal Property and Commercial, Community Assets, Arts and Events, Visitor Centre	\$0	Within existing resources	Within existing resources	Within existing resources	Within existing resources	
	3.3	Work with the marketing and events team to attract innovative events to the City	Facilitator	Internal Public Relations, Visitor Centre External Event organisers, event venues	\$0	Within existing resources	Within existing resources	Within existing resources	Within existing resources	
	3.4	In cooperation with internal teams, facilitate the development of Onkaparinga as a cycle-friendly destination	Facilitator	Internal Community Assets, Visitor Centre External Cycling organisations, BTA's, tourism operators	\$12,500	\$15,000 (Adelaide Wine Capital Cycling Trail)	\$20,000 (Adelaide Wine Capital Cycling Trail)	\$10,000 (Industry development)	\$10,000 (Industry development)	
4. PLACE AND PRECINCT BUILDING Initiate a tourism-led place/precinct building program which creates welcoming places to visit.	4.1	Facilitate the implementation of the agreed priorities as identified in the association tourism roadmaps resulting from the tourism destination audits	Facilitator	Internal Placemaking, Public Relations External BTA's, tourism operators	\$10,000 (completion of draft tourism plan and destination audits/roadmaps)	Integrated throughout this plan	Integrated throughout this plan	Integrated throughout this plan	Integrated throughout this plan	<ul style="list-style-type: none"> • Customer perceptions of precincts – Trip Advisor ratings • Average visitor length of stay • Average visitor yield/daily expenditure
	4.2	Define and encourage the appropriate retail, entertainment and services mixes to attract visitors for the identified tourism precincts, supported by the development of a retail/opportunities prospectus	Facilitator	Internal Development Policy, Projects, Development Services, Assets External Regional Development Australia (RDA), Mainstreet SA, FPT	\$0	\$20,000 McLaren Vale (Tourism Visioning)	TBD following tourism visioning	TBD following tourism visioning	\$20,000 Christies Beach (Tourism Visioning)	
5. VISITOR SERVICING Deliver innovative visitor servicing, destination management and digital wayfinding which connects the City for visitors, businesses and community.	5.1	Focus the VIC's role as a visitor inspiration centre, with an increased emphasis on influencing visitor plans and dispersal once in the destination	Owner	Internal Visitor Centre, Strategy, Arts and Events, Business Growth and Innovation, Public Relations External SATC, FPT, TICSA	Visitor Centre budget	Visitor Centre budget	Visitor Centre budget	Visitor Centre budget	Visitor Centre budget	<ul style="list-style-type: none"> • Customer satisfaction and visitation through the VIC • Dispersal of visitors around the region
	5.2	Undertake customer journey mapping to guide wayfinding opportunities, which build regional cohesion and improve visitor orientation	Owner	Internal Visitor Centre, Engagement & Grants, Business Performance Improvement External FPT, TICSA, BTA's, tourism operators	\$0	Included within visitor profiling	Included within visitor profiling	Included within visitor profiling	Included within visitor profiling	

TOURISM ACTION PLAN 2019-23

6. INVESTMENT ATTRACTION (ASPIRATIONAL) Create an investor-friendly climate to enable sustainable business development, investment and growth throughout the City of Onkaparinga.	6.1	As part of the state planning framework review, lobby and provide feedback through the development policy team to advocate for policy which supports appropriate city-wide tourism development	Advocate	Internal Development Policy, Development Services External Government departments	\$0	Within existing resources	Within existing resources	Within existing resources	Within existing resources	<ul style="list-style-type: none"> New developments New commercial room stock numbers
	6.2	Identify and scope tourism infrastructure needs or experience gaps and work with the RDA, FPT and government agencies to progress the initiatives	Facilitator	Internal Development Policy, Projects, Development Services, Assets External SATC, FPT, RDA, TICSA, Government Departments, private sector	\$10,000	\$5,000	\$5,000	\$10,000	\$10,000	
					\$274,500	\$203,500	\$250,000	\$241,500	\$263,000	

An additional 1.0 FTE will be required to support the delivery of the plan from Year 2 onwards

NB: Currently 1FTE dedicated for tourism (Tourism Officer)

	\$93,440	\$95,309	\$97,215	Includes 'on costs'	
	\$105,757	\$107,872	\$110,029	\$112,230	Includes 'on costs'
TOTAL	\$309,257	\$415,312	\$446,838	\$472,445	



COMMUNITY ENGAGEMENT FEEDBACK REPORT

DRAFT TOURISM STRATEGIC PLAN 2019-23

COMMUNITY ENGAGEMENT FEEDBACK REPORT - DRAFT TOURISM STRATEGIC PLAN 2019-23

INTRODUCTION

The City of Onkaparinga acknowledges that tourism is a key economic driver for the local economy, and in 2018 we engaged EarthCheck to develop a new strategic tourism plan (2019-2023) to succeed the current plan.

In 2017, Onkaparinga attracted over 1.2million visitors, who contributed \$210million to the local economy. The primary tourism destination is McLaren Vale, whilst there are a number of emerging townships and coastal nodes.

The draft Tourism Strategic Plan 2019-23 (the Plan) sets a new direction for tourism in our City, identifies potential growth areas and recognises the opportunity the city has to harness and manage the growth for the benefit of the community and visitors. The plan articulates the tourism role for the City of Onkaparinga (local government) and sets a strong vision and strategic direction for the next four years enabling visitation and visitor spend growth.

The Plan was developed through research, economic modelling and consultation with state peak tourism bodies, elected members and directors, the local tourism industry as well as business and tourism associations. This initial consultation was undertaken during May 2018.

The Plan was also informed by two additional projects including the tourism identity/brand, as well as working with the City's Economic Development Forum to undertake detailed local tourism destination audits for Aldinga, Christies Beach, Port Noarlunga, McLaren Vale main street and Willunga.

COMMUNITY ENGAGEMENT PURPOSE

The purpose of subsequent engagement about the Plan (including destination identity/brand) was to provide opportunities for a broad range of stakeholders to provide feedback on the draft plan. The consultation period was open from Monday 12 November 2018 to Monday 28 January 2019 (11 weeks).

Our engagement objectives included:

- Consulting with state and regional tourism bodies given South Australia's 2030 tourism plan was also being drafted
- Seeking feedback from tourism businesses and the community and to assist in the Plan's prioritisation
- Understanding residents perceptions and sentiment towards tourism
- Informing of our tourism identity/brand name

COMMUNITY ENGAGEMENT ACTIVITIES

The following was undertaken to create awareness of the draft tourism plan and encourage feedback:

- Southern Messenger Times - Onkaparinga News and article
- Promotion via corporate social media channels
- Your Say postcard drop to identified tourism precinct main street businesses
- Email with 'Your Say' link to local tourism industry database, Economic Development Forum Associations, local resident associations and identified peak tourism bodies
- Your Say project page with background information, copy of the Plan and an invitation to take the quick poll and/or survey.

www.onkaparingacity.com/yoursay

COMMUNITY ENGAGEMENT FEEDBACK REPORT - DRAFT TOURISM STRATEGIC PLAN 2019-23

COMMUNITY ENGAGEMENT OUTCOMES

In line with best practice engagement data analysis, the levels of participation via the Your Say online platform have been categorised as follows:

AWARE PARTICIPANTS	INFORMED PARTICIPANTS	ENGAGED PARTICIPANTS
Those who made a single visit to the tourism project page	Those who opened a tourism document or image	Those who participated in a tourism quick poll or survey
1,260	475	201

FURTHER BREAKDOWN OF ENGAGEMENT OUTCOMES

- Facebook posts reached 17,150 people with 369 post engagements and 255 clicks through to the tourism Your Say page
- Over 300 downloads of the draft plan
- 101 quick poll responses rating levels of support for our tourism plan, 94 surveys completed and 6 letters received.

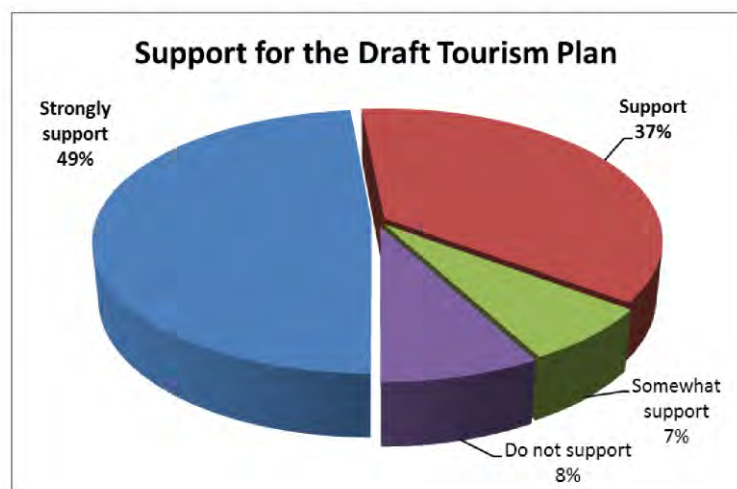
FEEDBACK ANALYSIS

OVERALL SUPPORT FOR THE DRAFT PLAN

Support for the draft plan was received from:

- Federal Minister for Trade, Tourism and Investment Senator Simon Birmingham
- State Minister for Trade, Tourism and Investment David Ridgway MLC
- South Australian Tourism Commission

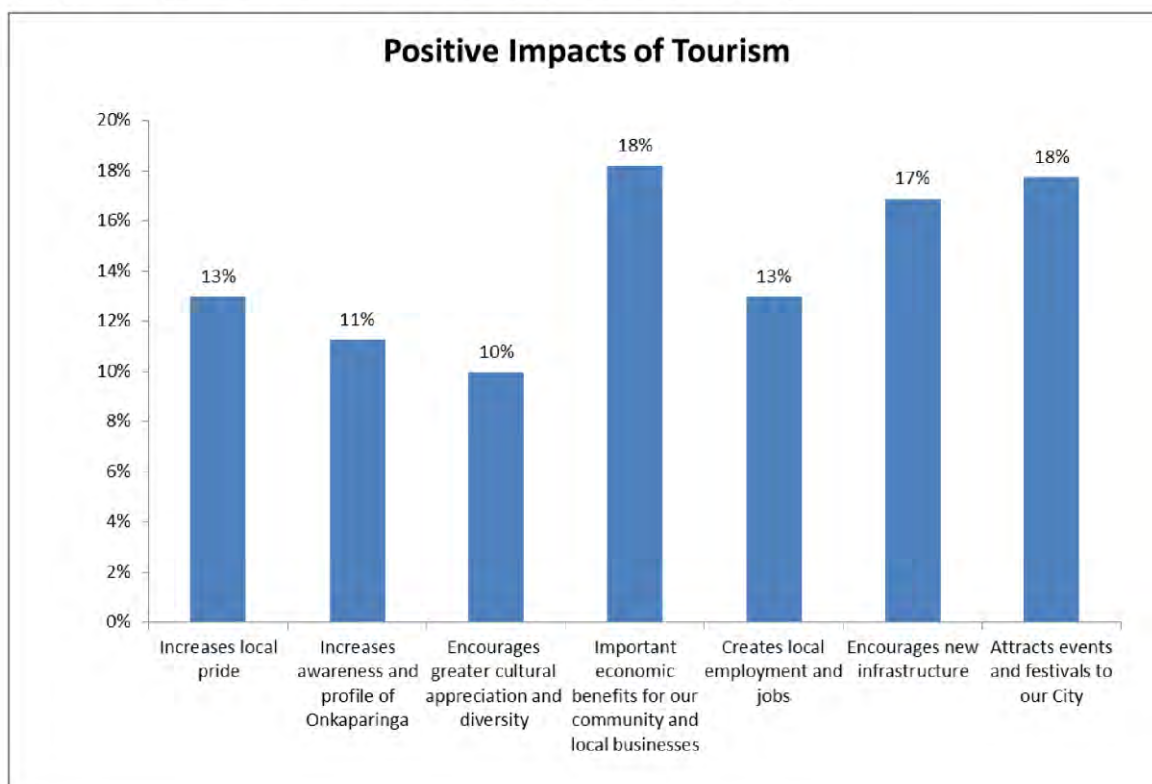
A quick poll was established to understand the overall support for the plan. The poll asked one question, "Rate your level of support for the Draft Tourism Strategic Plan." A total of 101 responses were received with 86% of respondents either supporting or strongly supporting the Plan.



COMMUNITY ENGAGEMENT FEEDBACK REPORT - DRAFT TOURISM STRATEGIC PLAN 2019-23

POSITIVE IMPACTS OF TOURISM

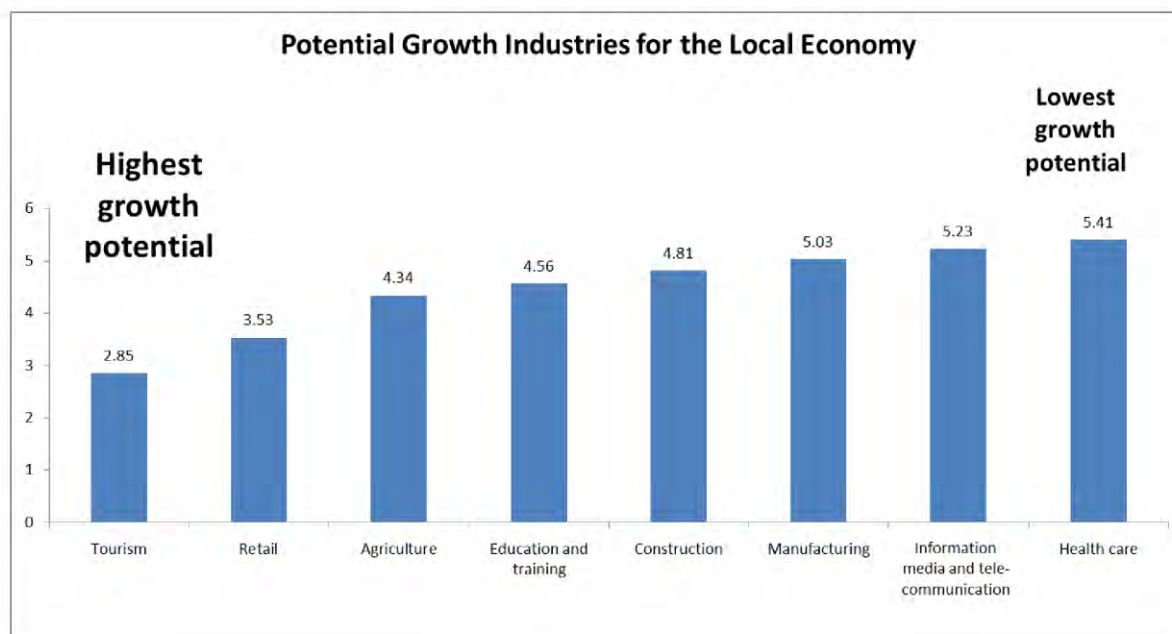
It was important to understand what our community, businesses and associations identify as the key benefits of tourism. Whilst the responses were relatively even, the top three positive impacts included: important economic benefits for our City (18%); attracting festival and events (18%) and encouraging new infrastructure (17%).



INDUSTRIES THAT WILL GROW THE LOCAL ECONOMY

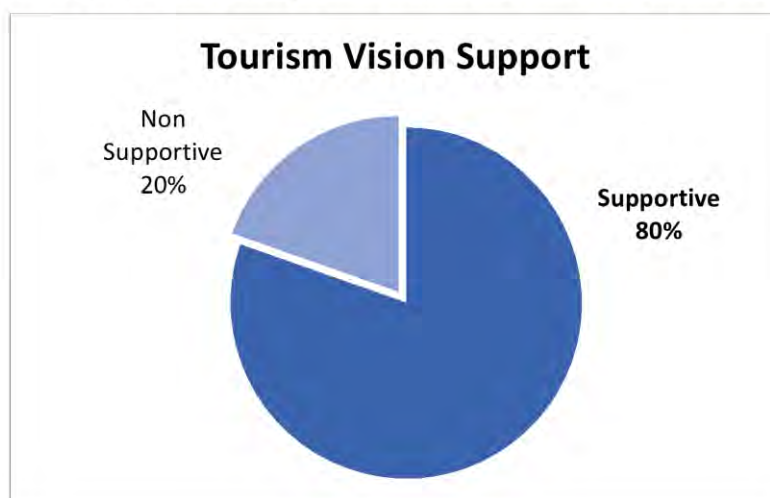
There are a number of industries within our City which support our local economy. We only asked our community to rank the industries that have the potential to grow our local economy and the lower the ranking the higher the potential. In analysing these industries the top three were tourism, retail and agriculture.

COMMUNITY ENGAGEMENT FEEDBACK REPORT - DRAFT TOURISM STRATEGIC PLAN 2019-23



TOURISM VISION

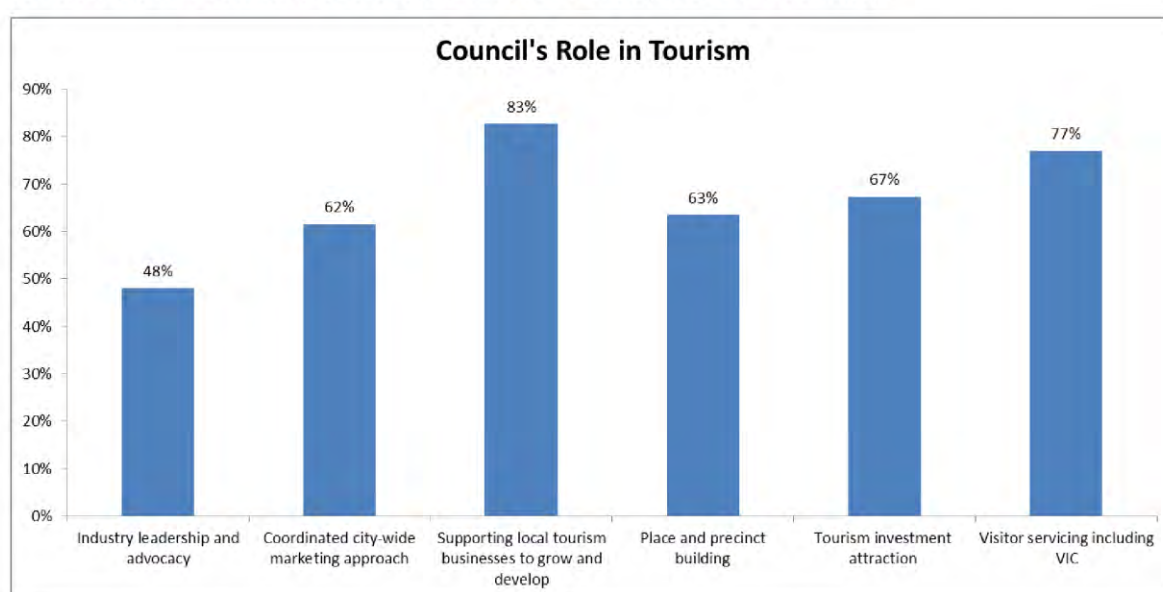
The vision for the draft plan is 'Together a connected and engaged local tourism industry enables Onkaparinga to become South Australia's most visited destination outside of Adelaide, delivering \$300 million visitor expenditure by 2023, creating a prosperous, diverse and competitive economy.' There is strong support for the vision (80%). Of the 20% who were not supportive, there were only a few who left a comment. Their reasons included the vision needed to be supported by a financial plan, as well as seeking a balance between visitation and the environmental aspects of our City.



COMMUNITY ENGAGEMENT FEEDBACK REPORT - DRAFT TOURISM STRATEGIC PLAN 2019-23

ROLE FOR LOCAL GOVERNMENT

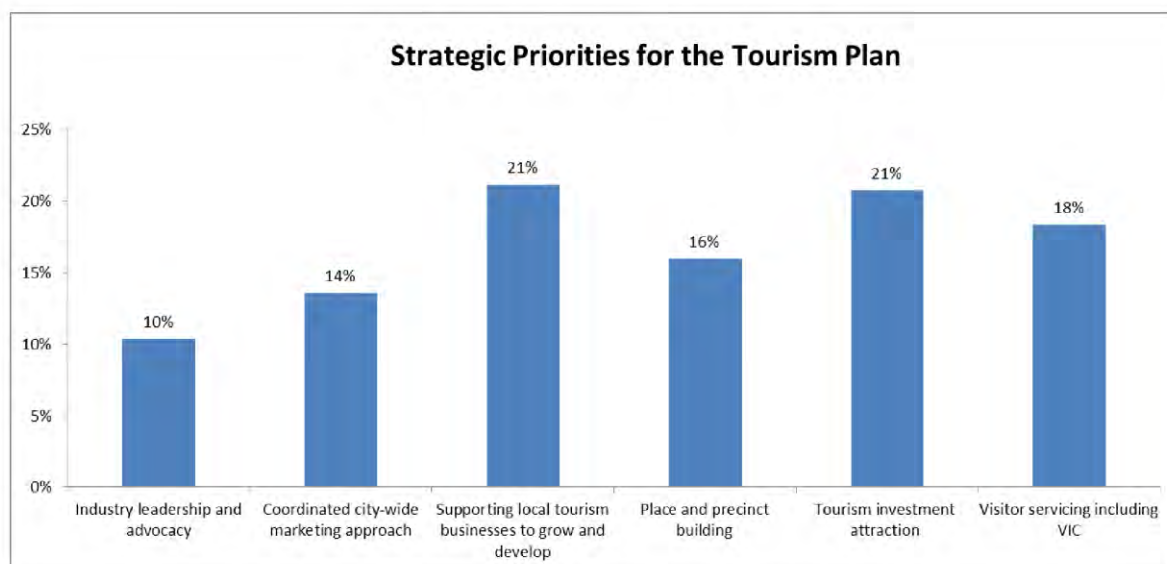
In identifying the strategic pillars for the draft plan, it was important to understand what is perceived as council's role in tourism from our community, tourism businesses as well as businesses and tourism associations. From the survey results, there is very strong role/expectation for council (>75%) for supporting our local tourism businesses to grow and develop, as well as undertaking visitor servicing. Furthermore, there is also a clear role/expectation to support tourism investment attraction, undertake place and precinct building as well as deliver coordinated city wide marketing approach. Whilst industry leadership and advocacy was selected by less than half of the survey respondents, it is important to note that 66% of business and tourism associations identified council has a role in industry leadership and advocacy.



STRATEGIC PRIORITIES

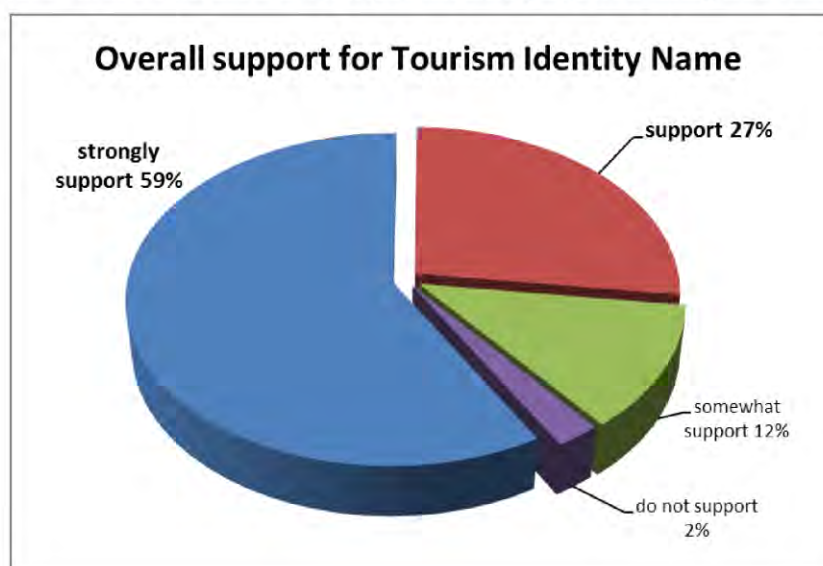
Feedback was sought from a range of stakeholders to assist in guiding the prioritisation of the draft plan, with results indicating a similar trend to council's role in tourism. Respondents were asked to select their top three priorities, whereby supporting local tourism businesses to grow and develop, tourism investment attraction and visitor servicing (including the visitor information centre) were identified as the highest priorities. There was also support to prioritise place and precinct building as well as well as coordinated city-wide marketing approach. Whilst industry leadership and advocacy was the lowest priority, it is noted that this is a fundamental strategic pillar to deliver the other five strategic pillars.

COMMUNITY ENGAGEMENT FEEDBACK REPORT - DRAFT TOURISM STRATEGIC PLAN 2019-23



TOURISM IDENTITY

In releasing the draft plan, it also contained our tourism identity/brand name. It was important to understand the sentiment towards our identity, given the range of engagement that was undertaken with the community and industry through its development. Respondents were asked to select their level of support, whereby 86% either support or strongly support the name. Of note is that almost 60% of respondents strongly support the identity/brand name.



COMMUNITY ENGAGEMENT FEEDBACK REPORT - DRAFT TOURISM STRATEGIC PLAN 2019-23

KEY FEEDBACK THEMES/CONSIDERATIONS

In providing an opportunity for participants to give open feedback on the plan, we asked if we had missed anything. Key feedback themes and summarised comments included:

Feedback Theme	Summarised Comment Examples	Response
Accommodation	<ul style="list-style-type: none"> Seeking a reference to manage the advancing sharing economy eg Air B&B Support existing (registered businesses) in boutique accommodation rather than developing new ones Evidence based approach to secure additional accommodation 	<ul style="list-style-type: none"> We will continue to support the Tourism Industry Council South Australia (TiCSA) who are leading the advocacy for change in relation to Air B&B Our capacity building program included within the plan supports existing businesses Private sector will determine the level of accommodation investment
Culture and Heritage	<ul style="list-style-type: none"> Seeking aboriginal tourism and heritage tourism opportunities to be added 	<ul style="list-style-type: none"> For consideration as part of the Experience Development and Capacity Building pillar
Cycling	<ul style="list-style-type: none"> Seeking a network of cycling trails Popularity of e-bikes 	<ul style="list-style-type: none"> For consideration as part of the Tourism Investment Attraction (aspirational) pillar
Marketing	<ul style="list-style-type: none"> Don't promote our city enough Consider joint marketing campaigns More focus on the coast Promote to our residents and visitors 	<ul style="list-style-type: none"> Included within the plan - Marketing
Place and Precinct	<ul style="list-style-type: none"> Supportive of activations Seeking support to implement Business and Tourism Associations tourism roadmaps Theming precincts and encouraging businesses to participate 	<ul style="list-style-type: none"> Included within the plan – Place and Precinct Building
Transport	<ul style="list-style-type: none"> Bus service between wineries Better provision of transport from cruise ships to McLaren Vale Focus on ease of transportation 	<ul style="list-style-type: none"> Transport companies (private sector) already provide services outlined Our city is easily accessed
Visitor Servicing	<ul style="list-style-type: none"> Support for the McLaren Vale and Fleurieu Visitor Information Centre (VIC) VIC acknowledged as a hub for tourism 	<ul style="list-style-type: none"> Included within the plan – Visitor Servicing

In addition to the surveys, letters supporting the draft plan were received from:

- Federal Minister for Trade, Tourism and Investment Senator Simon Birmingham
- State Minister for Trade, Tourism and Investment David Ridgway MLC
- South Australian Tourism Commission
- McLaren Vale Business and Tourism Association

Two letters were received from the McLaren Vale Grape Wine & Tourism Association and The Vineyard Retreat McLaren Vale advocating for the use of 'brand McLaren Vale'.

Verbatim comments and letters are available upon request.

COMMUNITY ENGAGEMENT FEEDBACK REPORT - DRAFT TOURISM STRATEGIC PLAN 2019-23

RECOMMENDED CHANGES TO THE DRAFT PLAN

In considering the feedback provided, the following are the recommended changes to the plan.

Strategic Pillar	Current content/New addition	Proposed change
Marketing	Current content Investigate the opportunity to develop a new wine and coastal road trip (tour route)	Work with the SATC in investigating the opportunity to develop routes/itineraries, responding to SAs Southern Ocean Drive and Epicurean Way Touring Routes (noting both SATC touring routes include the City of Onkaparinga)
Experience Development and Capacity Building	New addition	Encourage and support the development of unique and appealing cultural experiences (including Aboriginal experiences) and heritage tourism initiatives
Tourism Investment Attraction	New addition	Cycling/Walking Trails Advocate for the following trail initiatives connecting our experiences <ul style="list-style-type: none">• Link from Willunga to Coast Park Aldinga• McLaren Vale to McLaren Flat using the off road network• McMurtrie Road (connection to the Shiraz Trail)• Witton Bluff - Christies Beach to Port Noarlunga• Completion of the broader Coast Park trail

METHODOLOGY

The results of the engagement were measured by:

- Opportunities provided for community and tourism business participation
- Levels of community and tourism business participation
- Quick poll sentiment
- Survey responses and letters received.

The Draft Tourism Strategic Plan 2019-23 is proposed to be considered by Council at the September 2019 Council meeting

Sign Off

Officer who prepared the document

Name: Viv Collins

Position Title: Tourism Officer

Reviewed by Community Engagement Advisor

Name: Vicki Radford

Date: 27 March 2019

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9.8 EM Enquiry Procedure

This is a regular or standard report.

Director: Alison Hancock, Director People, Governance and Regulatory Services

Report Author: Sheryn McElligott, Governance Officer

Contact Number: 8301 7213

Attachments: 1. Draft EM Enquiry Procedure (7 pages)
2. Process and service standards (1 page)

1. Purpose

This report provides the draft EM Enquiry procedure (the procedure) for consideration and adoption by Council.

2. Recommendation

That Council adopt the EM Enquiry procedure as per attachment 1 of the agenda report.

3. Background

A review was undertaken into the EM Enquiry service to evaluate if the service meets the needs of the elected members and to identify any issues and opportunities for improvement.

One of the outcomes of the review was for a procedure to be drafted to provide clarity to elected members when seeking access to advice, information and documentation from council administration and to facilitate elected member support to help them perform and discharge their functions and duties in an efficient manner.

In February 2019 the Mayor emailed elected members requesting ideas and feedback which guided the construction of the procedure. An elected member session was held on Tuesday 13 August for elected members to review and provide feedback on the procedure.

4. Financial Implications

There are no financial implications in adopting this procedure.

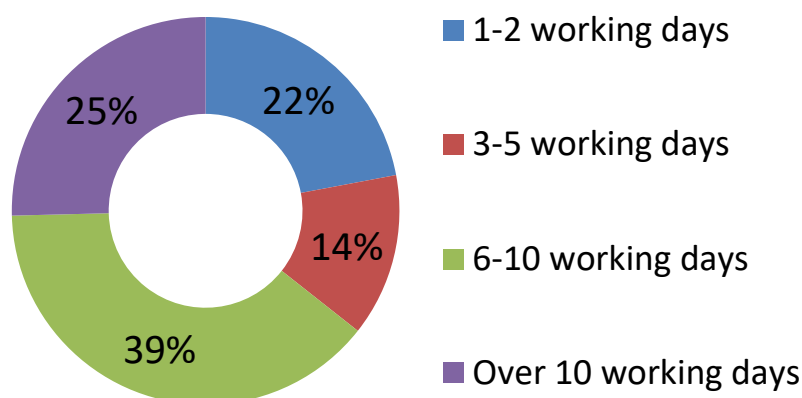
5. Risk and Opportunity Management

Risk	
Identify	Mitigation
Not meeting the new service standards in the procedure standards	Interim responses providing an update on the status of the request will keep elected members informed of why service standards are unable to be met on particular enquiries.

Opportunity	
Identify	Maximising the opportunity
The procedure sets out clear service standards	This will allow both elected members and staff to have clear guidelines on service standards for each particular enquiry.
All enquiries including NoMs and QoN's to be emailed directly to EM Enquiry (excluding exceptions)	Having one email address reduces the risk of delayed replies or NoM's or QoN's being missed from the agenda if incorrectly sent.

6. Additional information

As part of the review we examined the response times of EM Enquiries from 1 January 2019- 31 July 2019. It was found that 75% of these enquires were answered within the existing 10 working days service standards, with 36% being answered within 5 working days.



Feedback provided to the Mayor raised the following issues:

- Unknown service standards
- Enquiries taking too long to be responded to

- Visibly see the EM Enquiry officer following up on responses
- The opportunity for Elected Members to request that staff respond directly to a resident on their behalf.
- List of active enquiries – *(Reporting to Elected Members began in May 2019)*

It was identified that we need a clear procedure outlining processes and service standards and ensuring the established EM Enquiry email address is providing a central point of contact between elected members and the administration.

The draft EM Enquiry procedure sets out the following:

Process

Elected Members wishing to make an enquiry or obtain or submit information will do so through the established EM Enquiry email address. Our current Notice of Motions submissions email will be disabled to lower the risk of lost emails.

The procedure also outlines the best way to submit requests to assist the EM Enquiry officer in correctly identifying the nature of the request and promptly directing enquiries to the appropriate area.

It also outlines the process elected members need to follow if requesting staff to respond **directly to a resident enquiry on the elected member's behalf.**

Exceptions

The procedure outlines exceptions to EM Enquiries and their individual process including urgent after hours enquires, IT enquiries and Civic Governance enquires in relation to matters that assist elected members in effectively undertaking their role.

Service standards

The procedure outlines the service standards for each type of EM Enquiry, as per attachment 2.

Reporting

The procedure defines when and who receives reports, ie elected members receive fortnightly reports and Directors receive weekly reports.

Interim responses

The procedure outlines that responses will be monitored and an interim response of the status of the request will be provided if a response cannot be provided within the approved service standards.

Confidential Matters

The procedure defines how to raise a confidential enquiry.

Contacting staff

The procedure clearly directs elected members to the CEO Nominated Delegates guidelines if they wish to contact council staff directly. Should an elected member contact a Director or Manager on council related business outside of the EM Enquiry process the Director or Manager shall provide the enquiry to EM Enquiry to be recorded.

Next steps

To implement the roll out of the procedure the following steps need to be undertaken:

- Ensuring new processes are updated across the whole of the organisation.
- Investigating and implementing system improvements.
- Investigating an online, live dashboard reporting of EM Enquiries.
- **Communicating to Elected Member's when the 'Notice of Motions submissions' email is disabled.**
- Communicate the roll out of the new service standards to staff.

We anticipate these steps will take place prior to the end of 2019 and we will communicate to elected members when the procedure comes into effect.

We will continue to investigate ways to improve our systems to ensure we are meeting our service standards.



EM Enquiry Procedure

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5	Confidential Matters	5
6	Contacting staff	5
7	Relevant legislation and references	5
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Before using a printed or downloaded copy, verify that it is the current version.*



EM Enquiry 2019 Council Procedure

1 Procedure purpose

The purpose of this procedure is to provide clarity to elected members when seeking access to advice, information and documentation from council administration and to facilitate elected member support to help them to perform and discharge their functions and duties in an efficient manner.

It is acknowledged that any legislative requirement which affects Council will take precedence over Council's policies and procedures.

2 Scope

This procedure applies to all elected members when using the EM Enquiry system to obtain information, advice, documentation and to facilitate elected member support in line with their role as an elected member.

3 Overview

Elected members receive a large number of requests from residents seeking their assistance regarding a variety of council functions. Elected members separately can also seek further information on matters relating to their legislative duties and functions.

The Elected Member Enquiry service (EM Enquiry) has been developed to provide a centralised email address for all elected member enquiries or business. The email address is not for the general public. It provides a central point of contact between elected members and the administration.

4 Process

Elected members wishing to make an enquiry or obtain or submit information are to contact the council through the established EM Enquiry email address.

To assist the EM Enquiry officer in correctly identifying the nature of the request and promptly directing enquiries to the appropriate area elected members should:

- Clearly state the nature of the request in the subject line ie request for service, Question on Notice, Motion on Notice etc
- Ensure request/question is clearly outlined at the beginning of the email and if applicable number the questions accordingly
- Include any additional relevant information to your request/question further in the body of the email

EM Enquiry will coordinate and manage the elected member request, record and refer to the responsible officer for a response.

EM Enquiry, where applicable, will forward the response to the elected member.

Should an elected member forward correspondence from a resident to EM Enquiry the elected member, at that time, may request staff to respond directly to the resident on the elected member's behalf. A copy of the response will be forwarded to the elected member for their information.

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Before using a printed or downloaded copy, verify that it is the current version.*



4.1 Requests

The following enquiries/requests are to be directed to EM Enquiry include but are not limited to:

- Resident issues that are related to requests for service (such as pot holes, mowing, street signs and dogbarking etc)
- Requests for information of a complex or strategic nature
- Escalated complaints on behalf of residents
- Motions on Notice
- Questions on Notice
- Informal questions on agenda items

4.2 Exceptions

Urgent after hours enquiries

Contact CEO, relevant director or manager.

IT enquiries

Contact Helpdesk on 8384 0588 or email helpdesk@onkaparinga.sa.gov.au

Civic Governance enquiries

The civic governance team provides support to elected members and are available to contact in relation to matters that will assist them in effectively undertaking their role.

4.3 Service standards

Resident issues that are related to requests for service (such as pot holes, mowing, street signs and dogbarking etc).

- Acknowledgement will be issued by EM Enquiry within 24 hours of receipt.
- A customer request number will be issued with the acknowledgment. The customer request number is provided as a reference should further enquiries be required.
- Where applicable a response will be provided direct to the resident within approved service standards for the particular enquiry.

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Escalated complaints on behalf of residents

- Acknowledgement will be issued by EM Enquiry within 24 hours of receipt.
- Response will be provided within 5 business days of acknowledgment.

Requests for information of a complex or strategic nature

- Acknowledgement will be issued by EM Enquiry within 24 hours of receipt.
- Response will be provided within 10 business days of acknowledgment.

Motions on Notice

Motions on Notice must be submitted to the CEO using EM Enquiry. As per the *Local Government (Procedures and Meetings) Regulations 2013 - Regulation 12* Motions on Notice must be given to the CEO at least 5 clear days before the date of the meeting at which the motion is to be moved (ie 5pm the Wednesday prior to a Council meeting).

We encourage members to liaise with staff when drafting a Motion on Notice and provide their Motion on Notice earlier than the 5pm Wednesday deadline in order to assist the administration to prepare the appropriate background materials on the Motion on Notice.

- Acknowledgement will be issued by Civic Governance within 24 hours of receipt.
- Civic Governance will confirm the inclusion of the Motion on Notice on the agenda, no later than 5pm the Friday before a Council meeting.

Questions on Notice

Questions on Notice must be submitted to the CEO using EM Enquiry. As per the *Local Government (Procedures and Meetings) Regulations 2013 - Regulation 9* Questions on Notice must be given to the CEO at least 5 clear days before the date of the meeting at which the question is to be asked (ie 5pm the Wednesday prior to a Council meeting).

- Acknowledgement will be issued by Civic Governance within 24 hours of receipt.
- Civic Governance will confirm the inclusion of the Question on Notice on the agenda no later than 5pm the Friday before a Council meeting.
- Where possible responses will be provided by 5pm on the Monday prior to the meeting.

Informal questions – pre-meeting process

Informal questions (questions on agenda reports) must be submitted using EM Enquiry. As per the *Code of Practice – proceedings of meetings* requests for responses to informal questions must be received no later than 5pm on the day prior to the meeting to allow time for an informed response and the additional reading required by other members.

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EM Enquiry 2019 Council Procedure

- Acknowledgement will be issued by EM Enquiry on receipt of question.
- The report author will provide a response to the informal question prior to the meeting.
- Should the informal question be received later than the required timeframe, the report author will provide an update at the meeting.

4.3 Reporting

Elected members

Fortnightly information reports will be forwarded to elected members detailing the outstanding and completed requests.

Directors Group and Governance staff

Weekly reports will be generated to monitor the progress of elected member requests.

4.4 Interim responses

Requests will be followed up by the EM Enquiry officer and if a response has not been provided within the approved service standard an interim response on the status of the request will be provided to the relevant elected member.

5 Confidential Matters

In addition to the process outlined above any Elected Member who wishes to raise a matter on a confidential basis is to send the request direct to the CEO or relevant Director with a specific request that the matter be dealt with in confidence and a reason/s outlining why.

6 Contacting staff

Elected members may contact the CEO, Directors or Managers as per the Nominated Delegates guidelines (Appendix 2) to discuss a matter or make enquiries. Should an elected member contact a Director or Manager on council related business outside of the EM Enquiry process the Director or Manager shall provide this enquiry to EM Enquiry to be recorded.

7 Relevant legislation and references

Local Government (Procedures and Meetings) Regulations 2013

8 Document control

Author (to whom changes are to be recommended):	
Position	Name
Governance Officer	Sheryn McElligott

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EM Enquiry 2019 Council Procedure

Stakeholders (audience – engagement groups):			
Elected members Directors Group Civic Governance			
Reviewed by:			
Position	Name	Date reviewed	
Team Leader Civic Governance Director Corporate and City Services	Karyn Ryan Alison Hancock	DD/MM/YYYY	
Approved by (document owner):			
Position / Group	Name	Approval date	Approval ECM number
Directors Group			
Council	insert text here	DD/MM/YYYY	ECM insert doc set number here
Current version:			
Current version number	Release date	Review cycle	
V insert text here e.g. 1.0, 2.0 etc	DD/MM/YYYY	Review every insert number 1, 2, 3 or 4 here year/s from the Approval date Risk calculation: Consequence rating- insert here Likelihood rating- insert here Overall risk rating- insert here	
History:			
Date	Author	Version	Nature of change
DD/MM/YYYY	insert text here	V insert text here e.g. 1.0, 2.0 etc	insert text here
Document location:			
Published location			Original in ECM
Onkanet [and public website]			ECM insert doc set number here

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EM Enquiry 2019
Council Procedure

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Appendix 1

EM Enquiry process and service standards

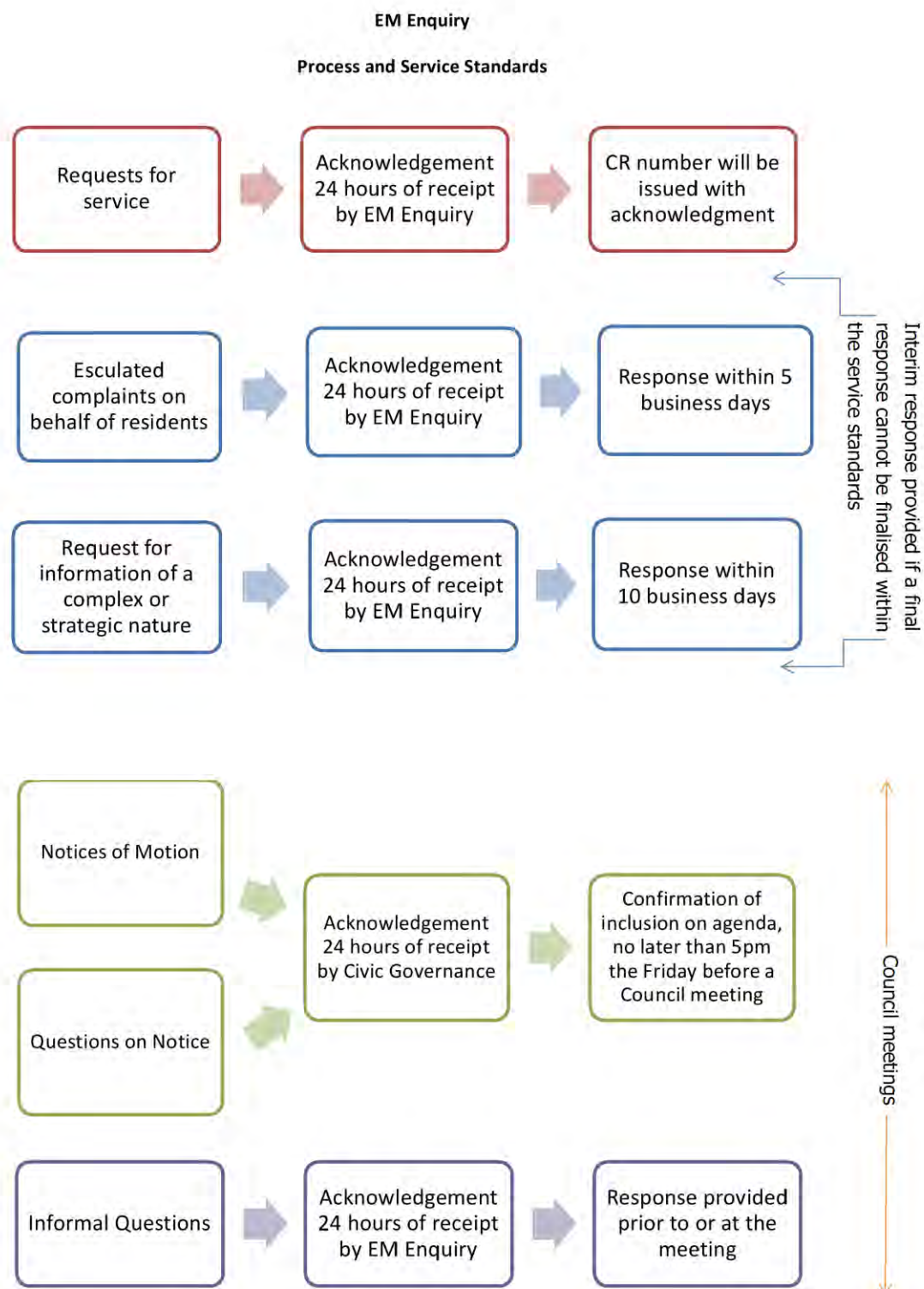
Appendix 2

Nominated Delegates Guidelines

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Attachment 2



9.9 Code of Practice - proceedings of meetings

This is a regular or standard report.

Director: Alison Hancock, Director Corporate and City Services
Report Author: Therese Brunotte, Senior Governance Officer
Contact Number: 8301 7228
Attachments: 1. Code of Practice – proceedings of meetings (34 pages)

1. Purpose

This report presents a draft Code of practice – proceedings of meetings (Code) for adoption by Council.

2. Recommendation

- 1. That Council adopt the Code of practice – proceedings of meetings as per attachment 1 to the agenda report with the following amendments (to be inserted at the meeting).**
- 2. That Council note the early distribution of the Council agenda (where possible) will commence in January 2020.**

3. Background

Section 86(8) of the *Local Government Act 1999* (the Act) provides that the procedures at Council and Council Committee meetings will be prescribed by the *Local Government (Procedures at Meetings) Regulations 2013* (the Regulations).

Regulation 6 sets out that certain procedures of the Regulations are discretionary and a Council may, by a resolution supported by at least two-thirds of the members of the Council entitled to vote on the resolution, determine to adopt a code of practice that establishes its own procedures for the discretionary provisions. A Council may at any time alter, substitute or revoke a code of practice.

The Code may also include meeting procedures as determined by the Council that are not dealt with by the Act or Regulations.

Adoption of Code of Practice – proceedings of meetings must be supported by at least two thirds of the members of Council.

4. Financial Implications

Adoption of this Code does not commit to any additional costs that are currently provided for in the annual budget.

5. Risk and Opportunity Management

Risk	
Identify	Mitigation
Not meeting legislative requirements to review the Code.	This review by Council meets the legislative requirements of the <i>Local Government Act 1999</i> and <i>Local Government (Meeting Procedures) Regulations 2013</i> .

Opportunity	
Identify	Maximising the opportunity
Community understanding	Clear identification of the procedures required by legislation versus those procedures that have been introduced at Council's discretion, will assist in community understanding of the procedures of meetings.

6. Additional information

The arrangement of the Code has been improved to provide clarification and ease of reference for elected members and the community. For example discretionary procedures and City of Onkaparinga meeting practices to the prescribed meeting procedures, as documented in the current Code of Practice - proceedings of meetings 2015, have been inserted in shaded text boxes to enable them to be easily read in conjunction with the formal requirements of the Regulations.

Elected member engagement

Elected members were emailed a copy of the draft Code of Practice – proceedings of meetings for comment on 19 June 2019 a further workshop was held on Tuesday 13 August 2019. Feedback received from members is detailed below. Where permitted by legislation the elected member comments have been incorporated into the Code and highlighted in green.

- Removal of the following discretionary provision – Regulation 12(9)
'The mover of the motion must not commence their address until a seconder is identified.'
- Page 14, Deputation protocols– allocated time for deputation address is 8 minutes.
- Page 28, 3.1 Meetings – 8.30pm break for 5 minutes.
- Page 28, 3.1.2 Chamber seating - Executive to sit with elected members in chamber
- Page 29, 3.2 Agenda - Early agenda distribution
'Where possible staff will endeavour to distribute the agenda on the Tuesday the week prior to the date of the Council meeting.'

- Page 14, Notice of Motion and Questions on Notice – City of Onkaparinga practice

'To assist in the early distribution of the agenda Notice of Motions are to be received no later than 12pm on the Monday prior to the distribution of the agenda.'

It is recommended that the early distribution of the council agenda (where possible) will commence in January 2020 in order for changes to our internal processes to occur and subsequent communication to staff.

Additional minor changes

In addition to the changes requested by elected members the following minor additions (highlighted in yellow) have been made. These additions formally document current City of Onkaparinga Council meeting practices.

- **3.4 - voting method for the election of Deputy Mayor and Committee Chairperson** should there be more nominations than positions.

- **3.2 Declaration of Interest**

This section has been updated in accordance with the current conflict of interest provisions.

- **10 Petitions**

A provision for the requirements of receiving electronic online petitions has been added to this section.

Attachment 1



Code of Practice – proceedings of meetings

Code of Practice – proceedings of meetings

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Code of Practice – proceedings of meetings

Preamble

The provisions for the conduct of meetings of Council and Council Committee meetings are prescribed by Chapter 6 of the *Local Government Act 1999* (Act) and the *Local Government (Procedures at Meetings) Regulations 2013* (Regulations).

Section 86(8) of the *Local Government Act 1999* provides that the procedures at a meeting of the Council will be prescribed by Regulation. If a procedure is not prescribed by Regulation, it becomes a policy of the Council and must be recorded in a 'Code of Practice'.

Code purpose

This Code of Practice provides guidelines for Elected members relating to procedures at Council and Council Committee meetings. It is also available to the public to assist their understanding of the procedures associated with the operation of both Council and Council Committee meetings.

In addition to the requirements of the Regulations, this Code of Practice identifies a number of discretionary procedures adopted by Council for Council and Council Committee meetings and also includes additional meeting practices of the City of Onkaparinga.

Discretionary procedures adopted by Council have been inserted (in a shaded text box) in the Code of Practice to enable them to be read in conjunction with the formal requirements of the Regulations.

In developing this Code of practice the 'Guiding Principles' (Regulation 4), as set out below, are to be applied and observed at all Council and Committee meetings. All meeting procedures should:

- be fair and contribute to open, transparent and informed decision-making.
- encourage appropriate community participation in the affairs of the council.
- reflect levels of formality appropriate to the nature and scope of responsibilities exercised at the meeting.
- be sufficiently certain to give the community and decision-makers confidence in the deliberations undertaken at the meeting.

Scope

This code applies to all ordinary and special meetings of Council and Council Committees at the City of Onkaparinga and is to be observed by the elected members and staff of the City of Onkaparinga.

This code excludes the City of Onkaparinga Council Assessment Panel, which is governed by the *Development Act 1993* and therefore has its own meeting procedures.

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Code of Practice – proceedings of meetings

1 Meetings of Council and Council Committee

1.1 Decisions of Council

Council's decision making processes are controlled by the *Local Government Act 1999* and the *Local Government (Procedures at Meetings) Regulations 2013*.

The Council or Council Committee cannot make decisions except by resolution. In the meeting a motion is moved, seconded and debated by the members present. Once debated, the Chair puts the motion to a vote and if carried by a majority of votes, it becomes a resolution of the meeting. Resolutions of the Council are implemented by the Chief Executive Officer (CEO).

1.2 Ordinary Meetings of Council

Ordinary meetings of Council will normally be held in the Council Chamber, Civic Centre, Ramsay Place, Noarlunga Centre once a month on a Tuesday evening.

At least one Council meeting must be held in each month.

The Chief Executive Officer may alter the timing of meetings held during December and January to accommodate the public holidays that take place over the Christmas and New Year period.

1.3 Special meetings of Council

Special meetings of Council may be held at any time. At least four hours notice is required for a Special meeting of Council.

A request for a Special meeting must be made to the CEO. The request may be made by:

- the presiding member of the Council
- at least three elected members of the Council
- a Council Committee at which three members of the Council vote in favour of making the request.

1.4 Council Committees

Council appoints Committees under Section 41 of the *Local Government Act 1999*. Council Committees are appointed annually and have their own Terms of Reference.

Council Committee meetings are normally held at the Noarlunga Office, Ramsay Place, Noarlunga Centre.

1.5 Special meetings of Council Committees

Special meetings of Council Committees may be held at any time. At least four hours notice is required for a Special meeting of a Council Committee.

A request for a Special meeting of a Council Committee must be made to the CEO. The request may be made by:

- the presiding member of the Council Committee

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Code of Practice – proceedings of meetings

- at least two members of the Council Committee.

1.6 Elected member sessions

Elected member sessions (EM Sessions) on a variety of topics relevant to the business of Council are arranged as necessary by the CEO and are conducted in accordance with Council's Informal Gatherings Policy.

Where possible EM Sessions will be held at the Noarlunga offices, Ramsay Place, Noarlunga Centre.

1.7 The Chair of meetings

Appointment of the Chair (Presiding Member)

When the Mayor is present at an Ordinary Council meetings, the Mayor must chair the meeting. In the absence of the Mayor the Deputy Mayor will chair the meeting. If the Deputy Mayor is not available an elected member of the Council is chosen by resolution of those present.

The Chair and Deputy Chair of Council Committees are appointed by Council on an annual basis unless otherwise stated in the Committees terms of reference.

The role of the Chair (Presiding Member)

The Presiding Member has a duty to be fair and impartial to all in a meeting, must maintain order and ensure that the processes of the meeting adhere to this Code, the *Local Government Act 1999*, *Local Government (Procedures at Meetings) Regulations 2013* and Code of Conduct for Council Members.

1.8 Notice of meeting

Members will be advised of meetings of Council and Council Committees (of which they are a member) by a notice of meeting, usually included with the agenda.

The notice of meeting advises the name, date, time, venue of the meeting and contact details for apologies. It is signed by the CEO and also provides an acknowledgement that the meeting is being held on Kurna land.

Email appointments will also be sent to members council supplied email address for Council meetings, Council Committee meetings, EM Sessions.

1.9 Pledge

Each Council meeting is opened by a 'pledge' which is delivered by a member of Council. The 'pledge' is to be reviewed and adopted by Council at least once in each term of Council.

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Code of Practice – proceedings of meetings

Local Government (Procedures at Meetings) Regulations 2013

(Including discretionary provisions, additional City of Onkaparinga meeting practices and explanatory notes, distinguishable in shaded text boxes).

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Code of Practice – proceedings of meetings

Part 1 - Preliminary

1. Citation

These regulations may be cited as the *Local Government (Procedures at Meetings) Regulations 2013*.

2. Commencement

These regulations will come into operation on 1 January 2014.

3. Interpretation

- (1) In these regulations, unless the contrary intention appears -

Act means the *Local Government Act 1999*;

clear days - see sub-regulation (2) and (3);

deputation means a person or group of persons who wish to appear personally before a council or council committee in order to address the council or committee (as the case may be) on a particular matter;

formal motion means a motion -

- (a) that the meeting proceed to the next business, or
- (b) that the question be put; or
- (c) that the question lie on the table; or
- (d) that the question be adjourned; or
- (e) that the meeting be adjourned¹ ;

Member means a member of the council or council committee (as the case may be);

point of order means a point raised to draw attention to an alleged breach of the Act or these regulations in relation to the proceedings of a meeting;

presiding member means the person who is the presiding member of a council or council committee (as the case may be) and includes any person who is presiding at a particular meeting;

written notice includes a notice given in a manner or form determined by the council.

- (2) In the calculation of **clear days** in relation to the giving of notice before a meeting -
- (a) the day on which the notice is given, and the day on which the meeting occurs, will not be taken into account; and
 - (b) Saturdays, Sundays and public holidays will be taken into account.
- (3) For the purposes of the calculation of **clear days** under subregulation (2), if a notice given after 5 pm on a day, the notice will be taken to have been given on the next day.

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Code of Practice – proceedings of meetings

- (4) For the purposes of these regulations, a vote on whether **leave of the meeting** is granted may be conducted by a show of hands (but nothing in this sub-regulation prevents a division from being called in relation to the vote).

4 Guiding Principles

The following principles (the “**Guiding Principles**”) should be applied with respect to the procedures to be observed at a meeting of a council or a council committee -

- (a) procedures should be fair and contribute to open, transparent and informed decision-making;
- (b) procedures should encourage appropriate community participation in the affairs of the council;
- (c) procedures should reflect levels of formality appropriate to the nature and scope of responsibilities exercised at the meeting.
- (d) procedures should be sufficiently certain to give the community and decision-makers confidence in the deliberations undertaken at the meeting.

Part 2 Meetings of councils and key committees

Division 1 - Preliminary

5. Application of Part

The provisions of this Part apply to or in relation to –

- (a) the meetings of a council; and
- (b) the meetings of a council committee performing regulatory activities; and
- (c) the meetings of any other council committee if the council has, by resolution, determined that this Part should apply to that committee.

6. Discretionary procedures

- (1) Subject to the requirements of the Act, if a provision of this Part is expressed to be capable of being varied at the discretion of the council pursuant to this regulation, then a council may, by a resolution supported by at least two thirds of the members of the council entitled to vote on the resolution, determine that a code of practice prepared or adopted by the council that establishes its own procedures for the relevant matter or matters will apply in substitution for the relevant provision (and such a determination will have effect according to its terms).
- (2) A council should, at least once in every financial year, review the operation of a code of practice under this regulation.
- (3) A council may at any time, by resolution supported by at least two thirds of the members of the council entitled to vote on the resolution, alter a code of practice, or substitute or revoke a code of practice.

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Code of Practice – proceedings of meetings

- (4) A council must, in considering the exercise of a power under this regulation, take into account the Guiding Principles.
- (5) A person is entitled to inspect (without charge) the code of practice of a council under this regulation at the principal office of the council during ordinary office hours.
- (6) A person is entitled, on payment of a fee fixed by the council, to a copy of the code of practice.
- (7) Regulation 12(4) does not apply to a motion under sub-regulation (3).
- (8) This regulation does not limit or derogate from the operation of regulation 20 (2) - Short-term suspension of proceedings

Division 2 – Prescribed procedures

7. Commencement of meetings and quorums

- (1) A meeting will commence as soon after the time specified in the notice of meeting as a quorum is present.

Local Government Act 1999 Section 85

The quorum for a meeting is ascertained by dividing the total number of members by 2, ignoring any fraction resulting from the division and adding one. The quorum for a Council meeting is 7.

- (2) If the number of apologies received by the Chief Executive Officer indicates that a quorum will not be present at a meeting, the Chief Executive Officer may adjourn the meeting to a specified day and time.
- (3) If at the expiration of 30 minutes from the time specified in the notice of meeting as the time of commencement a quorum is not present, the presiding member or, in the absence of a presiding member, the Chief Executive Officer, will adjourn the meeting to a specified day and time.
- (4) If a meeting is adjourned for want of a quorum, the Chief Executive Officer will record in the minute book the reason for the adjournment, the names of the members present, and the date and time to which the meeting is adjourned.
- (5) If a meeting is adjourned to another day, the Chief Executive Officer must:
 - (a) give notice of the adjourned meeting to each member setting out the date, time and place of the meeting; and
 - (b) give notice of the adjourned meeting to the public by causing a notice setting out the date, time and place of the meeting to be placed on display at the principal office of the council.

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Code of Practice – proceedings of meetings

City of Onkaparinga practice

Leave of absence

If an elected intends being absent for more than three consecutive ordinary Council meetings in a three month period, he/she should seek a 'leave of absence' from the meeting.

An elected member may seek permission of the Council for a 'leave of absence' during the agenda item 'leave of absence'. Notice of an intention to seek a 'leave of absence' can also be provided in advance to the Civic Governance section for inclusion in the Council agenda.

Apologies

Apologies for non-attendance at a Council or Committee meeting should be forwarded to the CEO (or the Civic Governance section) before the time of the meeting and will be recorded in the minutes, and time permitting, in the agenda.

Non-attendance at meetings

A member who does not attend a Council or Committee meeting, without the benefit of a formal leave of absence or an apology, will be recorded in the minutes as absent.

8 Minutes

- (1) The minutes of the proceedings at a meeting must be submitted for confirmation at the next meeting or, if that is omitted, at a subsequent meeting.
- (2) No discussion on the minutes may occur before confirmation, except as to the accuracy of the minutes as a record of proceedings.
- (3) On the confirmation of the minutes, the presiding member will -
 - (a) initial each page of the minutes, which pages are to be consecutively numbered; and
 - (b) place his or her signature and the date of confirmation at the foot of the last page of the minutes
- (4) The minutes of proceedings of a meeting must include -
 - (a) the names of the members present at the meeting; and
 - (b) in relation to each member present -
 - (i) the time at which the person entered or left the meeting; and
 - (ii) unless the person is present for the whole meeting, the point in the proceedings at which the person entered or left the meeting; and
 - (c) each motion or amendment, and the names of the mover and seconder; and

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Code of Practice – proceedings of meetings

- (d) any variation, alteration or withdrawal of a motion or amendment; and
- (e) whether a motion or amendment is carried or lost; and
- (f) any disclosure of interest made by a member; and
- (g) an account of any personal explanation given by a member; and
- (h) details of the making of an order under subsection (2) of section 90 of the Act (see subsection (7) of that section); and
- (i) a note of the making of an order under subsection (7) of section 91 of the Act in accordance with the requirements of subsection (9) of that section; and
- (j) details of any adjournment of business; and
- (k) a record of any request for documents to be tabled at the meeting; and
- (l) a record of any documents tabled at the meeting; and
- (m) a description of any oral briefing given to the meeting on a matter of council business; and
- (n) any other matter required to be included in the minutes by or under the Act or any regulation.

City of Onkaparinga practice

A member who **leaves a meeting** should indicate this to the Presiding Member by standing, facing the Presiding Member and making eye contact before leaving. This will allow the Minute Secretary to note the absence.

Personal explanations by members require the leave of the meeting. A copy of the personal explanation will be recorded in the minutes.

Where resolutions include **amendments to documents**, they should, where possible, record the details of those amendments in the wording of the resolution.

9. Questions

- (1) A member may ask a question on notice by giving the chief executive officer written notice of the question at least 5 clear days before the date of the meeting at which the question is to be asked.
- (2) If a notice of a question is given under sub-regulation (1):
 - (a) the chief executive officer must ensure that the question is placed on the agenda for the meeting at which the question is to be asked; and
 - (b) the question and the reply must be entered in the minutes of the relevant meeting.

City of Onkaparinga practice

To assist in the early distribution of the agenda Questions on Notice are to be received no later than 12pm Monday prior to the distribution of the agenda.

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Code of Practice – proceedings of meetings

If time permits, an answer will be provided in the agenda by the relevant officer.
A question on notice should generally relate to operational, strategic or policy matter of the Council.

- (3) A member may ask a question without notice at a meeting.
- (4) The presiding member may allow the reply to a question without notice to be given at the next meeting.
- (5) A question without notice and the reply will not be entered in the minutes of the relevant meeting unless the members present at the meeting resolve that an entry should be made.
- (6) The presiding member may rule that a question with or without notice not be answered if the presiding member considers that the question is vague, irrelevant, insulting or improper.

10. Petitions

- (1) A petition to the council must:
 - (a) be legibly written or typed or printed; and
 - (b) clearly set out the request or submission of the petitioners; and
 - (c) include the name and address of each person who signed or indorsed the petition; and
 - (d) be addressed to the council and delivered to the principal office of the council.
- (2) If a petition is received under sub-regulation (1), the chief executive officer must ensure that the petition or, if the council has so determined as a policy of the council, a statement as to the nature of the request or submission and the number of signatures or the number of persons endorsing the petition, is placed on the agenda for the next ordinary meeting of the council or, if so provided by a policy of the council, a committee of the council.
- (3) Sub-regulation (2) may be varied at the discretion of the council pursuant to regulation 6.

City of Onkaparinga practice

Petitions received addressing development applications will be referred for the information of the Development Assessment Panel.

Electronic online petitions must meet the following requirements:

- include the name and address of the supporters of the petition
- the petition must clearly set out the request or submission for the petitioners
- the petition must be directed to council either by mail, fax, attached as documents and email or link emailed to mail@onkaparinga.sa.gov.au

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Code of Practice – proceedings of meetings

A suggested format for petitions is available on council's website. When petitions are received that do not meet these requirements the Head Petitioner may be contacted by staff to clarify intent and to assist in processing.

Requests for a petition to be withdrawn will be accepted from the Head Petitioner only.

The petition will be reviewed by staff for errors, duplicate names and invalid entries. A summary of the first two pages only will be provided to Council as an attachment to an initial report which sets out the request or submission of the petitioners.

11. Deputations

- (1) A person or persons wishing to appear as a deputation at a meeting must deliver (to the principal office of the council) a written request to the council.
- (2) The chief executive officer must transmit a request received under sub- regulation (1) to the presiding member
- (3) The presiding member may refuse to allow the deputation to appear at a meeting.
- (4) The chief executive officer must take reasonable steps to ensure that the person or persons who requested a deputation are informed of the outcome of the request.
- (5) If the presiding member refuses to allow a deputation to appear at a meeting, the presiding member must report the decision to the next meeting of the council or council committee (as the case may be).
- (6) The council or council committee may resolve to allow a deputation to appear despite a contrary ruling by the presiding member.
- (7) A council may refer the hearing of a deputation to a council committee.

City of Onkaparinga practice

Deputation protocols

The request must be received by 5pm on the day prior to the meeting at which the deputation wishes to appear. Any request for a deputation received after this time will be treated as a request to appear at the next meeting.

Upon receipt of a deputation request the following process will be followed:

- The CEO will advise the Presiding Member of the receipt of a deputation request.
- The Presiding Member will consider the request and advise the CEO of acceptance or refusal of the request.
- The CEO will advise the requestor in writing of the acceptance of their request (including the details of the date, time, location of the meeting and the length of time allocated for the deputation). Or the CEO will advise the requestor in writing if their deputation request has been

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Code of Practice – proceedings of meetings

refused and that the Council may resolve to allow a deputation at a future meeting of Council.

Each deputation is allocated **an 8 minute limit** in which to address the meeting. Members will be invited to ask questions after the deputation. Any member of the public permitted to make a deputation will ensure their behaviour is respectful and in line with clause 3.1.3 "General Conduct of person at a meeting" of this Code.

Where there are multiple requests for a deputation on the same issue, the Presiding Member or the CEO may initiate negotiations with the requesting parties to reduce the number of deputation requests. During the negotiation the number of requests 'for' and 'against' the issue may be considered.

The Mayor may refer the hearing of a deputation to the relevant Council Committee unless the person seeking the deputation has specifically requested to be heard at a Council meeting.

The request for a deputation may also be deferred to a relevant meeting of Council at which the matter is scheduled on the agenda.

Where possible, staff will notify members of late requests for deputations.

Statutory representations

Several pieces of legislation provide the opportunity for members of the public to make written and/or verbal representations to the Council for example:

- Section 14 of the Roads (Opening and Closing) Act 1991
- Section 12 of the Local Government Act 1999 – Representation review.

Presentations

Presentations provide an opportunity for community groups, organisations, Council officers or members of the public to provide a meeting with information relevant to a matter currently under consideration.

12. Motions

- (1) A member may bring forward any business in the form of a written notice of motion.
- (2) The notice of motion must be given to the chief executive officer at least 5 clear days before the date of the meeting at which the motion is to be moved.

City of Onkaparinga practice

To assist in the early distribution of the agenda Notice of Motions are to be received no later than 12pm Monday prior to the distribution of the agenda.

The distribution of any supporting material to the notice of motion is to be managed by the elected member who submitted the motion.

The CEO, where practicable, may provide information on the agenda regarding the notice of motion.

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Code of Practice – proceedings of meetings

Notice of motion will be dealt with whether or not the member who submitted it is present at the meeting. The meeting may resolve to defer consideration of the notice of motion until the member is present.

- (3) A motion the effect of which, if carried, would be to revoke or amend a resolution passed since the last general election of the council must be brought by written notice of motion.
- (4) If a motion under sub-regulation (3) is lost, a motion to the same effect cannot be brought:
 - (a) until after the expiration of 12 months; or
 - (b) until after the next general election,whichever is the sooner.

City of Onkaparinga practice

Prior to listing a rescission motion on the agenda, the CEO will give consideration to whether or not the decision is capable of revocation. The Council may be stopped from revoking decisions that have already been officially communicated and act upon.

- (5) Subject to the Act and these regulations, a member may also bring forward any business by way of a motion without notice.
- (6) The presiding member may refuse to accept a motion without notice if, after taking into account the Guiding Principles, he or she considers that the motion should be dealt with by way of a written notice of motion.

City of Onkaparinga practice

It is Council practice to present motions without notice in writing to the Presiding Member with a duplicate for the Governance Officer. (A duplicate book is supplied to all members in the Chamber).

- (7) The presiding member may refuse to accept a motion if the subject matter is, in his or her opinion, beyond the power of the council or council committee (as the case may be).
- (8) A motion will lapse if it is not seconded at the appropriate time.
- (9) A member moving or seconding a motion will speak to the motion at the time of moving or seconding the motion.
- (10) A member may only speak once to a motion except:
 - (a) to provide an explanation in regard to a material part of his or her speech, but not so as to introduce any new matter; or
 - (b) with leave of the meeting; or
 - (c) as the mover in reply.
- (11) A member who has spoken to a motion may not at a later stage of the debate move or second an amendment to the motion.

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Code of Practice – proceedings of meetings

- (12) A member who has not spoken in the debate on a question may move a formal motion.
- (13) A formal motion must be in the form of a motion set out in subregulation (14) (and no other formal motion to a different effect will be recognised).

City of Onkaparinga practice

When members contemplate moving a formal motion, it is Council practice to provide the current speaking member the opportunity to finish their address.

- (14) If the formal motion is:
 - (a) that ***the meeting proceed to the next business***, then the effect of the motion, if successful, is, in the case of an amendment, that the amendment lapses and the meeting proceeds with the consideration of the motion before the meeting without further reference to the amendment and, in the case of a motion, that the motion lapses and the meeting proceeds to the next item of business; or
 - (b) that ***the question be put***, then the effect of the motion, if successful, is that debate is terminated and the question put to the vote by the presiding member without further debate; or
 - (c) that ***the question lie on the table***, then the effect of the motion, if successful, is that the meeting immediately moves to the next item of business and the question can then only be retrieved at a later time by resolution (and, if so retrieved, debate is then resumed at the point of interruption); or
 - (d) that ***the question be adjourned***, then the effect of the motion, if successful, is that the question is disposed of for the time being but debate can be resumed at the later time (at the point of interruption); or
 - (e) that ***the meeting be adjourned***, then the effect of the motion, if successful, is that the meeting is brought to an end immediately without the consideration of further business.
- (15) If seconded, a formal motion takes precedence and will be put by the presiding member without discussion unless the motion is for an adjournment (in which case discussion may occur (but only occur) on the details for resumption).
- (16) A formal motion does not constitute an amendment to a substantive motion.
- (17) If a formal motion is lost:
 - (a) the meeting will be resumed at the point at which it was interrupted: and
 - (b) if the formal motion was put during debate (and not at the end of debate) on a question, then a similar formal motion (i.e. a motion to the same effect) cannot be put until at least 1 member has spoken on the question.

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Code of Practice – proceedings of meetings

- (18) A formal motion for adjournment must include the reason for the adjournment and the details for resumption.

City of Onkaparinga practice

Items of business that are adjourned must be recorded with a reason for the adjournment and a trigger of either a date or a set of circumstances for resumption. Staff will list the item on a council meeting agenda when the date or set of circumstances is reached.

- (19) Any question that lies on the table as a result of a successful formal motion under sub-regulation (14)(c) lapses at the next general election.
- (20) The chief executive officer must report on each question that lapses under sub-regulation (19) to the council at the first ordinary meeting of the council after the general election.
- (21) Sub-regulations (9), (10) and (11) may be varied at the discretion of the council pursuant to regulation 6.

13. Amendments to motions

Note: An amendment to a motion is an alteration to the wording of a motion – it is not a motion in its own right. The amendment should neither substantially change the intent of the motion nor contradict (a direct negative). An amendment which goes beyond this is not an amendment and must be rejected by the Presiding Member.

- (1) A member who has not spoken to a motion at an earlier stage of the debate may move or second an amendment to the motion.
- (2) An amendment will lapse if it is not seconded at the appropriate time.
- (3) A person who moves or seconds an amendment (and, if he or she chooses to do so, speaks to the amendment) will, in so doing, be taken to have spoken to the motion to which the amendment relates.

City of Onkaparinga practice

For both motions and amendments the Presiding Member should note the mover, seconder and speakers in debate.

The mover of an amendment does not have the right of reply before the amendment is voted upon.

- (4) If an amendment is lost, only 1 further amendment may be moved to the original motion.
- (5) If an amendment is carried, only 1 further amendment may be moved to the original motion.
- (6) Sub-regulations (1), (3), (4) and (5) may be varied at the discretion of the council pursuant to regulation 6.

14. Variations etc.

- (1) The mover of a motion or amendment may, with the consent of the seconder, request leave of the meeting to vary, alter or withdraw the motion or amendment.

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Code of Practice – proceedings of meetings

- (2) The presiding member must immediately put the question for leave to be granted and no debate will be allowed on that question.

15. Addresses by members etc.

- (1) A member must not speak for longer than 5 minutes at any 1 time without leave of the meeting.
- (2) A member may, with leave of the meeting, raise a matter of urgency.
- (3) A member may, with leave of the meeting, make a personal explanation.
- (4) The subject matter of a personal explanation may not be debated.
- (5) The contribution of a member must be relevant to the subject matter of the debate.
- (6) Sub-regulations (1) and (2) may be varied at the discretion of the council pursuant to regulation 6.

Discretionary provision – Regulation 15(1)

A member must not speak longer than four (4) minutes at any one time without leave of the meeting.

When a member requests leave of the meeting for an extension to this time limit, the question is put the meeting, if the majority vote in favour, leave is granted.

City of Onkaparinga practice

Speaking during meetings

At Council meetings elected members will indicate their wish to speak by engaging the personal address system. The indicator light will provide the Mayor with the order of speaking.

Stand (unless not able to) to address the Presiding Member at a Council meeting (may remain seated at a Council Committee meeting).

Use the public address system during Council meetings and speak clearly for the benefit of the gallery.

All speakers must address the Presiding Member ('speaking through the Chair').

Forms of address

The Mayor should be referred to as Mayor 'surname'. Councillors should be referred to by their surname, prefixed with 'Councillor'.

Staff present at the meeting should be referred to by surname prefixed with Mr, Mrs or Ms.

Personal explanation

Personal explanations should not be made in relation to personal grievances

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Code of Practice – proceedings of meetings

with other members, staff or members of the community. Council may choose to move into confidence by resolution when considering personal explanations.

16. Voting

- (1) The presiding member, or any other member, may ask the chief executive officer to read out a motion before a vote is taken.
- (2) The presiding member will, in taking a vote, ask for the votes of those members in favour of the question and then for the votes of those members against the question (and may do so as often as is necessary to enable him or her to determine the result of the voting), and will then declare the outcome.
- (3) A person who is not in his or her seat is not permitted to vote.
- (4) Sub-regulation (3)
 - (a) may be varied at the discretion of the council pursuant to regulation 6; and
 - (b) does not apply in relation to a member participating in a council committee meeting by telephone or electronic means approved in accordance with procedures determined by the council or council committee for the purposes of section 89 of the Act.

Note: the Presiding Member does not have a deliberative vote on a motion arising for decision at a Council meeting but has, in the event the motion is tied, a casting vote. *Local Government Act 1999, Chapter 6, Part 1, Section 86(6).*

When a vote on an amendment is tied at a Council meeting, the amendment lapses (and that amendment (or the intent thereof) cannot be put again).

17. Divisions

- (1) A division will be taken at the request of a member.
- (2) If a division is called for, it must be taken immediately and the previous decision of the presiding member as to whether the motion was carried or lost is set aside.
- (3) The division will be taken as follows:
 - (a) the members voting in the affirmative will, until the vote is recorded, stand in their places;
 - (b) the members voting in the negative will, until the vote is recorded, sit in their seats
 - (c) the presiding member will count the number of votes and then declare the outcome.
- (4) The chief executive officer will record in the minutes the names of members who voted in the affirmative and the names of the members who voted in the negative (in addition to the result of the vote).

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- (5) Sub-regulation (3) may be varied at the discretion of the council pursuant to regulation 6.

Note: There is no obligation upon a member to vote in a division in the same manner that he/she voted on the immediately preceding decision.

If the meeting has moved on to the next agenda item, a division cannot be called.

No division can be called on an amendment because it is not a motion.

18. Tabling of information

- (1) A member may require the chief executive officer to table any documents of the council relating to a motion that is before a meeting (and the chief executive officer must then table the documents within a reasonable time, or at a time determined by the presiding member after taking into account the wishes of the meeting, and if the member who has required the tabling indicates that he or she is unwilling to vote on the motion until the documents are tabled, then the matter must not be put to the vote until the documents are tabled).
- (2) The chief executive officer may, in tabling a document, indicate that in his or her opinion consideration should be given to dealing with the document on a confidential basis under section 90 or 91 of the Act.

City of Onkaparinga practice

Requests for the tabling of information must be reasonable and:

- accurately specify the document(s) being sought to enable them to be identified and located.
- establish the relevance of the document(s) to the motion that is before the meeting.

If a member is unable to satisfy these criteria, the Presiding Member will be acting within their power to refuse to accede to the request to defer the vote on the motion.

19. Adjourned business

- (1) If a formal motion for a substantive motion to be adjourned is carried:
- (a) the adjournment may either be to a later hour of the same day, to another day, or to another place; and
 - (b) the debate will, on resumption, continue from the point at which it was adjourned.
- (2) If debate is interrupted for want of a quorum and the meeting is then adjourned, the debate will, on resumption, continue from the point at which it was interrupted.
- (3) Business adjourned from a previous meeting must be dealt with before any new business at a subsequent meeting.

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Code of Practice – proceedings of meetings

- (4) The provision of this regulation may be varied at the discretion of the council pursuant to regulation 6.

Discretionary provision - Regulation 19

Where further information on an item is required to assist with the decision making process, rather than adjourning the item of business a resolution should be passed requesting that the item be deferred and a further report be presented with additional information. This would allow for the item to be considered with any new information in the additional report, rather than at the commencement of the next meeting.

20. Short-term suspension of proceedings

- (1) If the presiding member considers that the conduct of a meeting would benefit from suspending the operation of all or some of the provisions of this Division for a period of time in order to allow or facilitate informal discussions, the presiding member may, with the approval of at least two thirds of the members present at the meeting, suspend the operation of this Division (or any part of this Division) for a period determined by the presiding member.
- (2) The Guiding Principles must be taken into account when considering whether to act under sub-regulation (1).
- (3) If a suspension occurs under sub-regulation (1):
 - (a) a note of the suspension, including the reasons for and period of suspension, must be entered in the minutes; and
 - (b) the meeting may proceed provided that a quorum is maintained but, during the period of suspension:
 - i. the provisions of the Act must continue to be observed¹, and
 - ii. no act or discussion will have any status or significance under the provisions which have been suspended; and
 - iii. no motion may be moved, seconded, amended or voted on, other than a motion that the period of suspension should be brought to an end; and
 - (c) the period of suspension should be limited to achieving the purpose for which it was declared; and
 - (d) the period of suspension will come to an end if:
 - i. the presiding member determines that the period should be brought to an end; or
 - ii. at least two thirds of the members present at the meeting resolve that the period should be brought to an end.

1. See particularly Part 4 of Chapter 5 and Chapter 6 of the Act.

City of Onkaparinga practice

Council and Council Committee meetings may be suspended for the operation of a Elected Member Session relevant to the purpose and decision making processes of the meeting.

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Code of Practice – proceedings of meetings

When known in advance, a notice of suspension will be included in the meeting agenda.

21. Chief executive officer may submit report recommending revocation or amendment of council decision

- (1) The chief executive officer may submit a report to the council recommending the revocation or amendment of a resolution passed since the last general election of the council.
- (2) The chief executive officer must ensure that the report is placed on the agenda for the meeting at which the report is to be considered.
- (3) The provisions of this regulation may be varied at the discretion of the council pursuant to regulation 6.

Part 3. Meetings of other committees

22. Application of Part

The provisions of this Part apply to or in relation to the meetings of any council committee that is not subject to the operation of Part 2.

23. Notice of meetings for members

Pursuant to section 87(15) of the Act, section 87 is modified in its application in relation to the meetings of a committee to which this Part applies as if subsections (4) and (7) to (10) of that section provided as follows:

- (a) that notice of a meeting of the committee may be given in a form determined by the committee after taking into account the nature and purpose of the committee; and
- (b) that notice need not be given for each meeting separately; and
- (c) that if ordinary meetings of the committee have a set agenda then notice of such a meeting need not contain, or be accompanied by, the agenda for the meeting; and the meeting; and
- (d) that it is not necessary for the chief executive officer to ensure that each member of the committee at the time that notice of a meeting is given is supplied with a copy of any documents or reports that are to be considered at the meeting.

24. Public notice of committee meetings

Pursuant to section 88(7) of the Act, section 88 is modified in its application in relation to the meetings of a committee to which this Part applies as if subsections (2), (3) and (4) provided as follows:

- (a) that public notice need not be given for each meeting separately; and

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Code of Practice – proceedings of meetings

- (b) that public notice may be given by displaying a notice and agenda in a place or places determined by the chief executive officer after taking in account the nature and purpose of the committee.

25. Minutes

- (1) The minutes of the proceedings of a meeting must include:
 - (a) the names of the members present at the meeting; and
 - (b) each motion carried at the meeting; and
 - (c) any disclosure of interest made by a member, and
 - (d) details of the making of an order under subsection (2) of section 90 of the Act (see subsection (7) of that section); and
 - (e) a note of the making of an order under subsection (7) of section 91 of the Act in accordance with the requirements of subsection (9) of that section.
- (2) The minutes of the proceedings at a meeting must be submitted for confirmation at the next meeting or, if that is omitted, at a subsequent meeting.

City of Onkaparinga practice

The minutes of a Committee meeting are placed on the next available Council agenda in accordance with the Council Committee terms of reference. An accompanying report highlighting matters for Council to note/and or adopt is also included.

Part 4 - Miscellaneous

26. Quorum for committees

- (1) The prescribed number of members of a council committee constitutes a quorum of the committee and no business can be transacted at a meeting unless a quorum is present.
- (2) For the purposes of this regulation, the **prescribed number** of members of a council committee is:
 - (a) unless paragraph (b) applies, a number ascertained by dividing the total number of members of the committee by 2, ignoring any fraction resulting from the division, and adding 1; or
 - (b) a number determined by the Council.

27. Voting at committee meetings

- (1) Subject to the Act and these regulations, a question arising for decision at a meeting of a council committee will be decided by a majority of the votes cast by the members present at the meeting and entitled to vote on the question.

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- (2) Each member of a council who is a member of a council committee and who is present at a meeting of the committee must, subject to a provision of the Act to the contrary, vote on a question arising for decision at that meeting.
- (3) The presiding member of a council committee has a deliberative vote on a question arising for decision at the meeting but does not, in the event of an equality of votes, have a casting vote.

City of Onkaparinga practice

When a vote on a **motion** is tied at a Committee meeting, the Presiding Member will declare that the result of the vote was tied. The Presiding Member will then call for the matter to be voted upon again. If the vote is again tied, the Presiding Member will advise the meeting that as a result of the tied vote the matter will be referred to the Council for determination.

When a vote on an **amendment** is tied at a Committee meeting the Presiding Member will declare that the result of the vote was tied. The Presiding Member will then call for the amendment to be voted upon again. If the vote again is tied the Presiding Member will advise the meeting that as a result of the tied vote the **amendment** will lapse (in accordance with Council Policy). The motion will then be put or a further amendment moved (provided that there are no more than a total of two (2) amendments).

Elected member attendance at Committee meetings

Elected members who are not members of a particular Council Committee may attend as observers unless the committee passes a resolution allowing them to participate in discussion on a particular agenda item, taking into account that observing members have no voting entitlements.

28. Points of order

- (1) The presiding member may call to order a member who is in breach of the Act or these regulations.
- (2) A member may draw to the attention of the presiding member a breach of the Act or these regulations, and must state briefly the nature of the alleged breach.
- (3) A point of order takes precedence over all other business until determined.
- (4) The presiding member will rule on a point of order.
- (5) If an objection is taken to the ruling of the presiding member, a motion that the ruling not be agreed with must be moved immediately.
- (6) The presiding member is entitled to make a statement in support of the ruling before a motion under sub-regulation (5) is put.
- (7) A resolution under sub-regulation (5) binds the meeting and, if a ruling is not agreed with:
 - (a) the ruling has no effect; and

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Code of Practice – proceedings of meetings

- (b) the point of order is annulled.

29. Interruption of meetings by members

- (1) A member of a council or council committee must not, while at a meeting:
- (a) behave in an improper or disorderly manner; or
 - (b) cause an interruption or interrupt another member who is speaking.

City of Onkaparinga practice

Other examples of unacceptable behaviour during meetings could include (but are not limited to):

Disruptive behaviour:

- talking amongst members

Passive/aggressive behaviour:

- demonstrating negative body language
- non verbal signs of dissent

Bullying:

- unreasonable and persistent questioning
- coercion via note passing and eye contact

- (2) Sub-regulation (1)(b) does not apply to a member who is:
- (a) objecting to words used by a member who is speaking; or
 - (b) calling attention to a point of order; or
 - (c) calling attention to want of a quorum.
- (3) If the presiding member considers that a member may have acted in contravention of sub-regulation (1), the member must be allowed to make a personal explanation.
- (4) Subject to complying with sub-regulation (3), the relevant member must leave the meeting while the matter is considered by the meeting.
- (5) If the remaining members resolve that a contravention of sub-regulation (1) has occurred, those members may, by resolution:
- (a) censure the member; or
 - (a) suspend the member for a part, or for the remainder, of the meeting.
- (6) A member who:
- (a) refuses to leave a meeting in contravention of sub-regulation (4); or
 - (b) enters a meeting in contravention of a suspension under sub-regulation (5) is guilty of an offence.

Maximum penalty: \$1,250.

30. Interruption of meetings by others

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- (1) A member of the public who is present at a meeting of a council or council committee must not:
- (a) behave in a disorderly manner; or
 - (b) cause an interruption.

Maximum penalty: \$500.

City of Onkaparinga practice

Members of the public may display placards in a quiet and orderly manner during meetings. The Mayor may request the removal of members of the public who are behaving in a disorderly manner and disrupting the meeting (this may include the waving of placards).

Note: Section 95 of the *Local Government Act 1999* states that a person who intentionally obstructs or hinders proceeding at a meeting is guilty of an offence which can carry a maximum penalty of \$1,250.

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Code of Practice – proceedings of meetings

Additional City of Onkaparinga Meeting Practices

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Code of Practice – proceedings of meetings

3 Additional City of Onkaparinga Meeting Practices

3.1 Meetings

Ordinary meetings of Council should finish at 10.30pm with an extension of time only when necessary to conclude the business of the meeting.

To facilitate the concentration of members, at 8.30pm the Presiding Member will seek an adjournment of the meeting for a 5 minute break.

3.1.2 Chamber seating

The Presiding Member and Chief Executive Officer or in the case of a Council Committee meeting the Responsible Officer will be seated at the head table in the council chamber.

When in attendance at Council and/or Council Committee meetings the Director Group will be seated at the horseshoe with the elected members.

3.1.3 Public recording or filming of Council or Council Committees

Any person wishing to use a recording device or camera (tape, video or photography) at a meeting of Council or a Council Committee must seek (in writing) permission from the CEO at least 5 clear days prior to the meeting. Members will be advised in advance when the CEO (in consultation with the Presiding Member) has granted permission for the recording of a meeting.

The Presiding Member may adjourn a meeting to stop unapproved recordings or photography of a meeting in circumstances where it is hindering or interfering with the proceedings of the meeting.

3.1.4 General Conduct of persons at a meeting

During meetings, those present should:

- be respectful in their language and behaviour (swearing will not be tolerated)
- show respect to the meeting and other people present
- be appropriately attired
- switch off any mobile telephones, unless permission has been sought from the Presiding Member eg for security or emergency requirements
- not consume food in the Chamber during Council and Committee meetings.

During meetings staff conduct will include:

- responding to questions from the floor at the request of the Presiding Member
- acknowledge the Presiding Member before speaking.

3.2 Agenda

All items on the agenda should be given equal consideration and importance to ensure informed decision making.

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The Presiding Member may bring forward items for debate and resolution where for example:

- a large gallery is present for the item
- contractors or consultants are present to make presentations.

The current order of business is:

1. Opening of meeting
2. Confirmation of minutes
3. Adjourned business
4. Leave of absence
5. Mayor's communication
6. Presentations
7. Deputations
8. Council committees
9. Reports of officers
10. Questions on notice
11. Motions on notice
12. Petitions
13. Urgent business
14. Confidential Items
15. Closure

Where possible staff will endeavour to distribute the agenda on the Tuesday the week prior to the date of the Council meeting.

3.2.2 Reports of officers

Each Council and Council Committee agenda includes an item for reports of officers. All reports include a recommendation/s, these recommendations are not a resolution, they have no status until moved and seconded by the meeting.

Members may reject the report recommendation altogether and move a new motion.

Authors of reports will ensure that:

- reports contain recommendations which are complete statements and which may form a resolution able to be adopted at the meeting
- recommendations are outcome orientated providing clear direction

Where information is to be provided to Council, and a decision of Council is not required, the information shall be provided to Council via 'Weekly News'

3.2.3 Urgent business

The use of 'urgent business' during a meeting is for the purpose of raising a matter of urgency that was not present at the time of the agenda preparation.

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Code of Practice – proceedings of meetings

The raising of new matters in urgent business is not encouraged due to the lack of public notification and transparency.

Members intending to raise items in urgent business should provide the information to the Presiding Member and the CEO prior to the meeting.

3.2.4 Informal questions - pre-meeting process

Members are encouraged to contact staff report authors prior to meetings to clarify matters appearing on the agenda. The preferred method of contact is email. All emails should include a copy to the relevant general/group manager and all members.

Requests for responses to informal questions must be received no later than 5pm on the day prior to the meeting to allow time for an informed response and the additional reading required by other members.

Requests for responses to informal questions must be received no later than 5pm on the day prior to the meeting and before 12 noon on the day of a meeting when the meeting is held after a public holiday. A copy of any informal questions and their response (non-confidential report items only) will be attached to the public agenda in the gallery.

A response to the query will be provided via email to all members. The relevant report author will update the meeting that informal questions have been received. Hard copies of the question and response will be provided for each member at the meeting.

3.3 Declaration of Interest

Elected members

It is a member's responsibility to make sure they are aware of and understand the provisions of Sections 73, 74 and 75A of the *Local Government Act 1999* in relation to a material, actual or perceived conflict of interest and disclosure.

Members should review the agenda and supporting papers and reports prior to attending a Council or Council Committee meeting and have considered his or her potential interest in the matters to be discussed at the meeting.

A member who has an interest in a matter before the Council must verbally disclose the interest to the appropriate meeting and on each occasion that the items is discussed.

A declaration of interest form is included with each Council agenda for member's use. Members are required to fill in the form prior and/or during the meeting, including an explanation on how they intend to deal with the conflict. The form must be provided to the Governance Officer to allow for accurate recording of declarations. This practice will limit unnecessary delays during the meeting.

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Code of Practice – proceedings of meetings

A disclosure made at a Council meeting will be recorded in the minutes, including the details of whether the member remained in the meeting, and the manner in which all members voted.

If a member wishes to seek advice about a possible conflict of interest before a meeting they should contact the Manager Corporate Information or Team Leader Civic Governance. If necessary, staff will refer the matter to the council's lawyers for advice.

Staff

It is a staff member's responsibility to make sure they are aware of and understand the provisions of Section 120 of the *Local Government Act 1999* in relation to conflict of interest.

Consideration by the Council of a conflict of interest declared by the CEO must occur during a meeting open to the public.

A staff member (who has declared a conflict of interest to the CEO) who remains entitled to act in the matter, when providing advice or making recommendations to a meeting on the matter must also disclose the relevant interest to the meeting.

3.4 Voting method for election of Deputy Mayor and Committee Chairperson

The method of voting for election of the Deputy Mayor and Chairperson of each Committee will be by secret ballot of Elected Members.

The Mayor is to call for nominations to appoint members as Committee Chairperson and/or Deputy Mayor. They do not have to be in writing nor do they have to be seconded.

If there are more nominations than positions a ballot will be conducted.

- All Elected Members indicate which Member(s) they wish to vote for on the ballot paper.
- A senior officer collects the ballot papers and conducts the count.
- The Chief Executive Officer confirms the vote count and reports the numbers to the Mayor.
- In the event of two candidates being nominated for the position, the method of counting will be first past the post majority vote.
- In the case of a tied ballot, Elected Members are to cast a further vote for their preferred candidate from the candidates who are tied. In the event that a revote cannot determine a clear winner (there is a continuing tie), then lots must be drawn to determine which candidate(s) will be excluded. The name of the candidate/s withdrawn will be the one/s excluded from the ballot.
- The Mayor will then announce the successful candidate.
- The meeting will then make the appointment by resolution.

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Code of Practice – proceedings of meetings

4. Public access

Council and Council Committee meetings are open to the public and attendance is encouraged. A schedule of meeting dates for the current year, agendas and minutes are displayed on Council's website at www.onkaparingacity.com

Excluding public access to meetings and documents

The Council or a Council Committee may order that the public be excluded from attendance at a meeting or part of a meeting.

Confidential items are scheduled toward the end of the agenda to minimise disruption to the meeting and the public gallery.

When a resolution is passed to consider an item in confidence:

- members of the public gallery shall be asked to leave the meeting room and move to a location where the meeting cannot be overheard or viewed.
- the doors of the meeting room are closed.

Once the item has been considered, the meeting is re-opened and the public invited to return.

All confidential items are clearly identified as confidential. Members who wish to retain confidential papers for reference are required to keep them in a secure location. Confidential papers can alternatively be returned to the Minute Secretary directly after the meeting or Members can dispose of them in the confidential bins provided in the chamber.

For further detail on the circumstances in which Council may prevent access to a meeting or documents please refer to Council's Code of practice – access to meetings and documents.

5. Relevant legislation and references

Local Government Act 1999

Local Government (Procedures at Meetings) Regulations 2013

Code of Conduct for Council Members

Code of Practice – Access to Meetings and Documents

Caretaker Policy

Informal Gatherings Policy

6. Further information

This Code is available for inspection, during business hours at:
City of Onkaparinga, Ramsay Place, NOARLUNGA CENTRE SA 5168.

It is also available for inspection, downloading or printing from our website
www.onkaparingacity.com.au.

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Code of Practice – proceedings of meetings

Any legislative changes will be made automatically. Council will be informed of any automatic changes via Weekly News.

7. Document control

Author (to whom changes are to be recommended):		
Position	Name	
Senior Governance Officer	Therese Brunotte	
Stakeholders (audience):		
Elected members		
Reviewed by:		
Position	Name	Date reviewed
Team Leader Civic Governance	Karyn Ryan	11 October 2018
Director Corporate and City Services	Alison Hancock	
Approved by (document owner):		
Position / Group	Approval date	Approval ECM number
Council		
Current version:		
Current version number	Release date	Review cycle
V1.0		A review will be conducted during each Council term.
History:		
Date	DSID	Nature of change
November 2004	894372	Reviewed
December 2007		Reviewed
June 2008		Reviewed
7 October 2008		Reviewed
20 January 2009		Reviewed
17 November 2009		Reviewed
16 February 2010		Reviewed

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Code of Practice – proceedings of meetings

7 December 2010	1137678	Reviewed
15 November 2011	1435511	Reviewed
30 April 2013	1711208	Reviewed
January 2014	1971884	Legislative changes
1 December 2015	2581810	Reviewed
Document location:		
Published location		Original in ECM
Onkanet and public website		

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9.10 Amendment to Ordinary Council Meeting start time

This is a regular or standard report.

Director: Alison Hancock, Director Corporate and City Services
Report Author: Therese Brunotte, Senior Governance Officer
Contact Number: 8301 7228
Attachments: Nil

1. Purpose

This report recommends to Council a resolution to amend the commencement time of the City of Onkaparinga Ordinary Council Meetings.

2. Recommendation

That Ordinary meetings of the Council be held once a month on a Tuesday at 6.30pm, noting that meeting cycles may vary, at the discretion of the Chief Executive Officer, in response to the Christmas, Easter and public holidays.

3. Background

An Elected Member Session was held on 13 August 2019 to workshop with members the performance and possible improvements to the structure of Council's committees and Code of Practice - proceedings of meetings. As an outcome of the EM Session members have indicated a preference to alter the commencement time of the Ordinary Council meeting from 7pm to 6.30pm.

Section 81 of the *Local Government Act 1999* sets out the requirements for ordinary meetings of Council. In summary these are:

- ordinary meetings are held at times and places resolved by Council
- there must be at least one ordinary meeting of Council in each month
- the Chief Executive Officer must appoint the time and place for the first ordinary meeting after a general election of the Council
- municipal councils cannot meet before 5pm unless resolved otherwise by a unanimous resolution of all members of Council
- ordinary meetings cannot be held on Sundays or public holidays.

To make a change to the current Ordinary Council Meeting times a resolution of Council is required.

4. Financial Implications

There are no financial implications.

5. Risk and Opportunity Management

Risk	
Identify	Mitigation
Invalid meeting time may breach legislative requirements.	The proposed meeting time complies with the legislative requirements.

Opportunity	
Identify	Maximising the opportunity
Council meeting held earlier.	Allows maximum time for all items on the Council agenda to be fully considered by the chamber in a timely manner.

9.11 Code of Practice - access to meetings and documents

This is a regular or standard report.

Director: Alison Hancock, Director Corporate and City Services

Report Author: Therese Brunotte, Senior Governance Officer

Contact Number: 8301 7228

Attachments: 1. Draft Code of Practice – access to meetings
and documents (10 pages)
2. Community Engagement Plan (4 pages)

1. Purpose

This report presents the draft Code of Practice - access to meetings and documents for Council approval for community engagement.

2. Recommendation

That the draft Code of Practice - access to meetings and documents included as attachment 1 to the agenda report, be approved for community engagement purposes.

3. Background

Under section 92 of the *Local Government Act 1999* (the Act) all Councils must prepare and adopt a code of practice relating to the principles, policies, procedures and practices that the Council will apply for the purposes of the operation of:

- public access to Council and Council Committee meetings
- the minutes of Council and Council Committee meetings and release of documents.

All Councils are required to review the operation of its Code within 12 months after the conclusion of each periodic election.

Before Council adopts this Code it is a legislative requirement under the Act that Council must follow the relevant steps of its public consultation procedure to provide the draft Code for public comment.

4. Financial Implications

There are no financial implications.

5. Risk and Opportunity Management

Risk	
Identify	Mitigation
Not meeting legislative requirement to review within 12 months	This review by Council meets legislative requirements.
Not meeting legislative requirement to undertake public consultation	Public consultation will be undertaken from 30 September to 25 October 2019.

Opportunity	
Identify	Maximising the opportunity
Providing information on access to meetings and documents to the public	Publication of the Code on Council website clearly outlines for the public their access to meetings and documents.

6. Additional information

As part of the review of the Code, and as required by Section 92(5) of the Act we will undertake a public consultation process prior to presenting this draft Code for adoption by Council. In line with our Public Consultation Procedure the consultation period will commence on 30 September 2019 and conclude 25 October 2019. The following consultation steps as per the draft Community Engagement Plan at attachment 2 will be undertaken:

- Email to community groups, community forums, resident groups, boards of community centres & business associations
- YourSay
- Social media
- Notice in Onkaparinga News

Copies of the draft Code will be available on the website w.onkaparingacity.com and in our Noarlunga, Aberfoyle Park, Woodcroft, Willunga and Aldinga offices.

A report will be provided to Council in November on the engagement feedback and adoption of the Code.



Code of Practice
access to meetings and documents

Code of Practice-access to meetings and documents

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Code of Practice access to meetings and documents

1 Preamble

The City of Onkaparinga (the Council) supports the principle that the procedures to be observed at a meeting of Council or a Council Committee should contribute to open, transparent and informed decision making and encourage appropriate community participation in the affairs of the Council.

However, the Council also recognises that on occasions it may be necessary in the broader community interest to restrict public access to discussion or documents.

2 Purpose

This Code set outs the commitment of the Council to provide public access to Council and Council Committee meetings and documents. It also outlines the policies and procedures contained within the *Local Government Act 1999* (the Act) to restrict public access.

Under the Act, each council must prepare and adopt a Code of Practice relating to the principles, policies, procedures and practices that the Council will apply for the purposes of the operation of:

- public access to Council and Council Committee meetings
- the minutes of Council and Council Committee meetings and release of documents.

This Code addresses the requirements detailed at Section 92 of the *Local Government Act 1999*.

3 Scope

This code applies to all ordinary and special meetings of Council and Council Committees at the City of Onkaparinga and the associated agenda, minutes and attachments that relate to those meetings.

This code excludes the City of Onkaparinga Council Assessment Panel, which is governed by the *Development Act 1993* and therefore has its own meeting procedures.

Section 132 of the Act state that Council must make certain documents available for public inspection. The Code of Practice does not apply to those documents.

4 Access to meetings and documents

Council and Council Committee meetings are open to the public and attendance is encouraged. A calendar of Council and Council Committee meeting dates for the current year are displayed on Council's website www.onkaparingacity.com.

Ordinary meetings of Council are held in the Council Chamber, Civic Centre, Ramsay Place, Noarlunga Centre every three weeks on a Tuesday.

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Code of Practice access to meetings and documents

At least three (3) 'clear days'¹ before an ordinary Council or Council Committee meeting the Chief Executive Officer (CEO) will give written notice of the meeting to all Council/Committee Members setting out the date, time and place of the meeting. The notice will be accompanied by the agenda for the meeting.

This notice of meeting will be placed on public display in the 'principal' Council office at Ramsay Place, Noarlunga Centre, and on Council's Website www.onkaparingacity.com.

Meetings will commence as soon after the time specified in the notice of meeting as a quorum is present.

Council's Code of practice titled 'Proceedings of meetings' complements this document and outlines the opportunities available for public participation where organisations or individuals can provide information to the Council on matters of interest. This document is available on www.onkaparingacity.com.

Council appoints Committees under Section 41 of the *Local Government Act 1999*. Council Committees are appointed annually or for the term of Council as per the Chief Executive Office Performance Management Committee and Information Technology Communication Reform Project Steering Committee and have their own Terms of Reference.

Council Committee meetings are normally held at the Noarlunga Office, Ramsay Place, Noarlunga Centre.

4.1 Special meetings of Council and Council Committees

Special Council or Council Committee meetings may be held at any time, however, at least four hours' notice is required for a Special meeting of Council or Council Committee.

A Special meeting is called to deal with specified business and then may only consider and deal with the business for which it has been called.

A request for a Special meeting of Council must be made to the CEO. The request may be made by:

- the presiding member of the Council
- at least three elected members of the Council
- a Council Committee at which three members of the Council vote in favour of making the request

A request for a Special meeting of a Council Committee must be made to the CEO. The request may be made by:

- the presiding member of the Council Committee
- at least two members of the Council Committee

¹ 'clear days' means the time between the giving of the notice and the day of the meeting, but excluding both the day on which the notice was given and the day of the meeting, eg notice is given on a Thursday for a following Monday meeting, the clear days are Friday, Saturday and Sunday.

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Code of Practice access to meetings and documents

The notice of the meeting and agenda will be available as soon as practicable after the time that notice of the meeting is given to the members of Council.

4.2 Informal gatherings or discussion

Council members and staff may participate in informal gatherings as long as those gatherings do not require a formal decision making process as is undertaken in a formal Council or Council Committee meeting.

The following are examples of informal gatherings or discussions that may be held:

- Planning sessions associated with the development of policies and strategies
- Briefing or training sessions
- Workshops and information sessions
- Social gatherings to encourage informal communication between elected members and staff.

Informal gatherings are conducted in accordance with Council's Informal Gatherings Policy.

5 Public access to documents

5.1 Public access to agendas of Council or Council Committee meetings

Copies of non confidential Council and Council Committee agendas are available to the public.

Hard copies of the agenda will be available to view three (3) 'clear days' before a meeting is scheduled in Council's Noarlunga, Aberfoyle Park, Aldinga, Willunga and Woodcroft offices. The agenda will also be available on Council's website.

Members of the public may obtain a copy of the agenda for a fee to cover the costs of photocopying, in accordance with council's schedule of fees and charges.

One copy of the agenda documents to be considered at a Council or Council Committee meeting will be made available to members of the public at the meeting.

Items listed on the agenda will be described accurately and in reasonable detail.

5.2 Public access to minutes of Council or Council Committee meetings

Minutes are a formal record of resolutions made at the meeting and include each motion or amendment.

During Council and Council Committee meetings the minutes are displayed on an overhead screen to enhance community understanding of meeting processes and to confirm the decisions made.

The non confidential minutes of a meeting of Council or a Council Committee will be publicly available, including on Council's website within five (5) days after the meeting. Copies of the minutes will be displayed at the Council offices at Noarlunga, Aberfoyle Park, Aldinga, Woodcroft and Willunga.

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Code of Practice access to meetings and documents

5.3 Public access to other documents

Council makes various documents available for public inspection and purchase at its offices. Council also makes many of these documents freely available on the Council's website.

The *Freedom of Information Act 1991* also makes provision for members of the public to access the documents of government. There are some exemptions under that Act and other pieces of legislation (eg. Copyright Act) where some documents may not be released.

6 Excluding public access to meetings or documents

The principle of open and accountable government is strongly supported.

The public will only be excluded when it is considered proper and necessary eg the need for confidentiality outweighs the principle of open decision making.

In all cases the objective is for information to be made publicly available at the earliest possible opportunity and that the community is informed of any Council order and the associated implications.

6.1 Powers to exclude the public from meetings

Section 90 of the *Local Government Act 1999* provides that a Council or Council Committee may order the public to be excluded from attendance at a meeting. The Act identifies that there are limited grounds upon which such an order may be made; which are listed below from Section 90(3) of the Act:

- a. *information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead);*
- b. *information the disclosure of which –*
 - i) *would reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council; and*
 - ii) *would, on balance, be contrary to the public interest;*
- c. *information the disclosure of which would reveal a trade secret;*
- d. *commercial information of a confidential nature (not being a trade secret) the disclosure of which –*
 - i) *could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and*
 - ii) *would, on balance, be contrary to the public interest;*
- e. *matters affecting the security of the council, members or employees of the council, or council property; or the safety of any person;*
- f. *information the disclosure of which could reasonably be expected to prejudice the maintenance of law, including by affecting (or potentially affecting) the prevention, detection or investigation of a criminal offence, or the right to a fair trial;*

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Code of Practice access to meetings and documents

- g. matters that must be considered in confidence in order to ensure that the council does not breach any law, order or direction of a court or tribunal constituted by law, any duty of confidence, or other legal obligation or duty;*
 - h. legal advice;*
 - i. information relating to actual litigation, or litigation that the Council or Council committee believes on reasonable grounds will take place, involving the council or an employee of the Council;*
- information the disclosure of which –*
- i) would divulge information provided on a confidential basis by or to a Minister of the Crown, or another public authority or official (not being an employee of the Council, or a person engaged by the Council); and*
 - ii) would, on balance, be contrary to the public interest;*
- k. tenders for the supply of goods, the provision of services or the carrying out of works;*
- m. information relating to a proposed amendment to a Development Plan under the Development Act 1993 before a Plan Amendment Report relating to the amendment is released for public consultation under that Act;*
- n. information relevant to the review of a determination of a Council under the Freedom of Information Act 1991.*

Any consideration of the use of the confidentiality provisions to exclude the public from the discussion of a particular matter at a meeting will identify one or more of the grounds listed in Section 90.

In considering making an order, under the Act, it is not relevant that any discussion in public may cause embarrassment or a loss of confidence in the Council, a Committee or an employee.

Once a Council or Council Committee has made an order to exclude the public, it is an offence for a member of the public who, knowing that an order is in force, enters or remains in a room in which such a meeting is being held. It is lawful for an employee of Council or a member of the Police to use reasonable force to remove a member of the public from the room who fails to leave on request.

6.2 Powers to make orders of confidentiality over documents

The Act provides that the CEO may indicate on a notice of meeting or agenda document that a matter should be considered in confidence. The Council or Council Committee may then determine to consider the matter in confidence, provided that it specifies the basis on which the confidential order could be made.

Council or a Council Committee will only make an order that a document associated with a discussion from which the public are excluded will remain confidential if it is considered proper and necessary in the broader community interest.

When an order of confidentiality is made, a note will be made in the minutes of the making of the order, the grounds on which it was made, the duration of the order or the circumstances in which the order will cease to apply and the period after which the order must be reviewed.

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Code of Practice access to meetings and documents

6.3 Prevention of orders of confidentiality over some information

Once a matter has been dealt with in confidence, Council or a Council Committee may order that a document relating to the matter considered in confidence is to be kept confidential. Council or a Council Committee must not make an order to prevent:

- the disclosure of the remuneration or conditions of service of an employee after they have been set or determined
- the disclosure of the identification of a successful tenderer or any reasons as to why that tenderer has been selected
- the disclosure of the amounts payable by the Council under a contract for supply of goods after the contract has been entered into by all parties
- the disclosure of the identity of land that has been acquired or disposed of by Council, or of any reasons as to why the acquisition or disposal has occurred.

6.4 Process to exclude the public and make an order of confidentiality

When the CEO believes that a matter should be considered in confidence, the nature of the matter and the reasons why it should be considered in confidence will be clearly noted on the agenda, which is made available to the public.

Before Council orders that the public be excluded to enable the receipt, discussion and consideration of a particular matter, the meeting will, in public, formally determine if this is necessary and appropriate, and then pass a resolution to exclude the public while dealing with that particular matter. If this occurs the public (including staff), unless exempted by being named (by title) in the resolution as entitled to remain, must immediately leave the meeting room and move to a location that the meeting cannot be viewed or overheard.

Once discussion of the matter is concluded, the meeting will then consider if it is necessary to make an order that a document associated with the agenda item remain confidential. In determining this, the meeting shall have regard to the provisions of Section 91 of the Act.

If the meeting determines that it is proper and necessary to keep a document confidential, then a resolution for an order to this effect will be carried by the meeting. The meeting will specify the duration of the order or the circumstances in which the order will cease to apply, or a period after which the order must be reviewed.

Once discussion on the matter is concluded and the meeting has made an order to come out of confidence the public may return into the public gallery.

6.5 Releasing confidential documents to the public

An order will lapse if the time or event specified has been reached or carried out. Once the order has lapsed the minutes and/or documents automatically become public.

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Code of Practice access to meetings and documents

An annual review of the reports or documents that are the subject of orders of confidentiality is conducted to ensure that items are released to the public in accordance with the resolutions of Council.

The conduct of the review can be delegated to the CEO and sub-delegated to an employee of the council if appropriate. The Council may also include in the resolution the delegation to the CEO to revoke the order.

Released documents are available on Council's website at www.onkaparingacity.com

6.6 Accountability and reporting to the community

Information on the use of the confidentiality provisions will be included in the Annual Report which will be available for inspection by the public at each of Council's offices. This report will include the:

- number of occasions that each of the provisions for excluding the public were utilised
- subject of the confidential item
- number of occasions that information originally declared confidential has subsequently been made publicly available

7 Relevant legislation and references

Local Government Act 1999

Local Government (Procedures at Meetings) Regulations 2013

Freedom of Information Act 1991

Development Act 1993

Council Informal Gatherings Policy

8 Further information

This policy is available for inspection, during business hours at:
City of Onkaparinga, Ramsay Place, NOARLUNGA CENTRE SA 5168.

It is also available for inspection, downloading or printing from our website
www.onkaparingacity.com.au.

Adoption and alteration of this code of practice

Before the Council adopts, alters or substitutes this Code of Practice it must:

- make copies of the proposed code available for inspection or purchase at the council's principal office
- follow the relevant steps set out in its public consultation policy.

Any legislative changes will be made automatically. Council will be informed of any automatic changes via Weekly News

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Code of Practice access to meetings and documents

9 Document control

Author (to whom changes are to be recommended):		
Position	Name	
Senior Governance Officer	Therese Brunotte	
Stakeholders (audience – engagement groups):		
Elected Members General Public		
Reviewed by:		
Position	Name	Date reviewed
Team Leader Civic Governance	Karyn Ryan	17 July 2019
Director Corporate and City Services	Alison Hancock	13 August 2019
Approved by (document owner):		
Position / Group	Approval date	Approval ECM number
Council		
Current version:		
Current version number	Release date	Review cycle
V		This code must be reviewed within 12 months of a general election.
History:		
Date	DSID	Nature of change
20 June 2006		Reviewed
19 June 2007		Reviewed
15 November 2011		Reviewed
1 December 2015		Reviewed
Related documents: (internal documents that need to be reviewed when this document is amended)		

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Code of Practice
access to meetings and documents

Title of document	Document number
Code of Practice – proceedings of meetings	
Document location:	
Published location	Original in ECM
Onkanet and public website	

DRAFT

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Community Engagement Plan Draft Code of Practice – access to meetings and documents

Background information

Part 5 of the *Local Government Act 1999* states that Council must prepare and adopt a Code of Practice relating to the principles, policies, procedures and practices that the Council will apply for the purpose of the preparation of Part 3 and Part 4 of the Act.

Purpose of engagement

The Act requires that the code be reviewed within 12 months of a periodic election. Before council adopts, alters or substitutes this code it is a requirement that council follows the steps as set out in its public consultation policy to provide the draft Code for public comment.

Engagement objectives

- The community is informed and educated of how we provide public access to Council and Committee meetings and the associated agenda, minutes and attachments that relate to those meetings.
- The community has opportunity to provide comment on the draft Code.
- We meet the public consultation legislative requirements under Part 5 – Code of Practice of the *Local Government Act 1999*.

Risk and Community Expectations Assessment

Area	low	medium	high	explanation
degree of complexity of project	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The Code deals with legislative requirements and with minimal to no changes being made to the Code.
degree of potential community impact of project	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The degree of impact to residents is low with minimal to no changes being made to the Code.
degree of political sensitivity of project	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Community interest in our Code has traditionally been low.
Total	3			Method of engagement is inform, however it is a legislative requirement to provide document to public for comment.



Stakeholders

Council (Mayor and elected members/ward councillors) All Elected Members
Staff Directors Group Marketing and Communications team
General Public Onkaparinga city-wide

Engagement parameters

Geographic boundaries City wide.
Timelines Consultation must be for a period of 21 days.

Engagement Action Plan

Phase	Method	Stakeholders	Techniques	Who's Responsible	Desired outcome
Planning	Consult	Elected Members	Council report	Civic Governance	Draft Code is approved for consultation
			Email	Civic Governance	Draft text approved for public notice and Your Say page.
Implementation	Inform/Consult	Community	Your Say	Engagement Unit	Code available for comment on the Your Say Page.
			Social media	Media & Comms	Increased community awareness and how to provide feedback.
Implementation	Inform/Consult	Community	Notice in Messenger	Media & Comms	Invitation for submissions and to meeting legislative requirement.
			Email	Civic Governance	Local community and residents groups are aware of the draft code and how they can provide feedback.
Evaluate	Inform	Ems	Engagement feedback report	Civic Governance	Evaluation of public consultation and engagement reported to Council

Evaluation

Evaluation will be measured against the project engagement objectives:

- The community is informed and educated of how we provide public access to Council and Committee meetings and the associated agenda, minutes and attachments that relate to those meetings.
- The community has opportunity to provide comment on the draft Code.
- We meet the public consultation legislative requirements under Part 5 – Code of Practice of the *Local Government Act 1999*.

In line with best practice engagement, Feedback Reports will also include:

- The number of people who are **aware** of the project
- The number of people who are **informed** about the project
- The number of people who **engaged** about the project.

Sign-off

Officer who prepared the document

Name: Therese Brunotte
Position Title: Senior Governance Officer

Reviewed by Community Engagement Advisor

Name: _____
Date: _____

Approved by

Name: _____
Position Title: _____
Signature _____ Date _____

9.12 Council and Committee Reporting Schedule

This is a regular or standard report.

Manager: Alison Hancock, Director Corporate and City Services

Report Author: Sue Hammond, Senior Governance Officer

Contact Number: 8384 0747

Attachments: 1. Reporting Schedule (3 pages)

1. Purpose

This report provides an update on the reporting for upcoming Council and Committee meetings.

2. Recommendation

That Council note the agenda report and Reporting Schedule (attachment 1 to the agenda report).

3. Background

This report is provided as per the following resolution of Council at its meeting of 21 March 2017:

That the item "Updated Work Program" from the agenda of the Strategic Directions Committee be duplicated as a monthly agenda item for Council meetings.

As the Reporting Schedule is a guide only and subject to change, members are encouraged to utilise the Elected Member website for an up to date version of the Reporting Schedule.

Attachment 1

**Report Schedule
 as at 12 September 2019**

CEOPMC meeting 26/9/19

REPORT SCHEDULED	RESPONSIBLE OFFICER	DEPT
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ARVEC SPECIAL Meeting 30/09/19

REPORT SCHEDULED	RESPONSIBLE OFFICER	DEPT
Monitoring of hospitality related transactions	Brown, Kathryn	GO
Public Interest Disclosure Act - Information report	Brown, Kathryn	GO
External Audit Completion Letter	Carter, Kevin	FA
Final Annual Financial Statements including Management Representation Letter	Carter, Kevin	FA
In Camera Meeting with External Auditors (before Committee meeting)	Carter, Kevin	FA
Review of Auditor Independence and Legislative Compliance	Carter, Kevin	FA

SDC Meeting 01/10/19

REPORT SCHEDULED	RESPONSIBLE OFFICER	DEPT
Community Capacity Strategic Plan - engagement plan	Hamdorf, Pamela-Sue	OS
Local Nuisance Act Amendments Response	Hawkins, Ian	OS
Council and Committee Reporting Schedule	Luke, Jonathan	GO
EM Session: Renewal SA, Aldinga DPA	Luke, Jonathan	GO
Submission to the Discussion Paper on Proposed Changes to Renewable Energy Policy in the Planning and Design Code	Jones, Craig	GO

Council meeting 15/10/19

REPORT SCHEDULED	RESPONSIBLE OFFICER	DEPT
Update report on provision of automated external defibrillator at Woodcroft CC and all other council community centres	Purves, Stuart	OS
7014/2019 Happy Valley Reservoir Solar Panels	Mason, John	GO
Appointment of CAP Members	Mitchell, Renee	GO
Audit, Risk, Value and Efficiency Committee meeting minutes of 30/9/19	Hammond, Susan	GO
Council and Committee Reporting Schedule	Hammond, Susan	GO
EM2019-01 Response to Apology	Ryan, Karyn	GO
Strategic Directions Committee meeting minutes of 1/10/19	Hammond, Susan	GO
Final update report on the proposal to revoke two portions of council reserve land on Jay Drive Willunga	Haslam, David	FA

ARVEC Meeting 21/10/19

REPORT SCHEDULED	RESPONSIBLE OFFICER	DEPT
2019 Committee Reporting Schedule (Work plan)	Brown, Kathryn	GO
2019 Presiding Member's Report	Mirovitskaya, Elena	GO
ARVEC Annual Performance Review results	Mirovitskaya, Elena	GO
LGAMLS risk management review update	Brown, Kathryn	GO
Quarterly Performance Improvement Report	King, Cameron	GO
Council Solutions (CoSol) - Annual Report	Carter, Kevin	FA
Southern Regional Waste Resource Authority (SRWRA) Annual Report	Carter, Kevin	FA

SDC Meeting 05/11/19

REPORT SCHEDULED	RESPONSIBLE OFFICER	DEPT
Thalassa Parks & Gardens Trust	Bouwer, Rinus	CS
Wilfred Taylor Master Plan Community Engagement Outcomes	Manchip, Susan	CS
7.7 Council and Committee Reporting Schedule	Luke, Jonathan	GO
Aldinga Renewal SA Land Ministerial DPA submission	Luke, Jonathan	GO
Lonsdale Residential (Ministerial) DPA submission	Jones, Craig	GO
Old Reynella former Winery site DPA Public Meeting	Lacis, Heidi	GO
Submission on draft P&D Code - Metropolitan Adelaide	Luke, Jonathan	GO
Submission on Draft P&D Code - regional council areas	Jones, Craig	GO
Submission to the Discussion Paper on Proposed Changes to Renewable Energy Policy in the Planning and Design Code	Jones, Craig	GO

Council meeting 19/11/19

REPORT SCHEDULED	RESPONSIBLE OFFICER	DEPT
Lighting options at City of Onkaparinga dog parks	Norris, Geoffrey	CS
Port Noarlunga Sports Ground - club room replacement	Norris, Geoffrey	CS
Sports and Active Recreation Strategy (SARS)	Norris, Geoffrey	CS
UCI International Standard BMX facility	Norris, Geoffrey	CS
Audit, Risk, Value and Efficiency Committee meeting minutes of 21/10/19	Hammond, Susan	GO
Code of Practice - access to meetings and documents	Brunotte, Therese	GO
Council and Committee Reporting Schedule	Hammond, Susan	GO
Procedure for investigating complaints under the Code of Conduct for Council Members 2018	Ryan, Karyn	GO
Strategic Directions Committee meeting minutes of 5/11/19	Hammond, Susan	GO
1. Rate rebates mandatory 2019-20	Murrell, Joan	FA
2. Rate rebates discretionary 2019-20	Murrell, Joan	FA
Council Solutions Regional Authority 2018-19 Annual Report	Carter, Kevin	FA
draft 2018-19 City of Onkaparinga Annual Report	Sghendo, Sonia-Marie	FA
draft general purpose financial statements for year ended 30 June 2019	Carter, Kevin	FA
Quarterly Financial Statement including Budget review 1	Eckermann, Diane	FA
Southern Region Waste Resource Authority 2018-19 Annual Report	Carter, Kevin	FA

ARVEC Meeting 02/12/19

REPORT SCHEDULED	RESPONSIBLE OFFICER	DEPT
2019 Committee Reporting Schedule (Work plan)	Brown, Kathryn	GO
Internal audit quarterly update	Mirovitskaya, Elena	GO
Risk management update	Mirovitskaya, Elena	GO
Work Health and Safety activities update	Stott, Christian	GO
Implementation of External Audit Actions - progress report	Carter, Kevin	FA

SDC Meeting 03/12/19

REPORT SCHEDULED	RESPONSIBLE OFFICER	DEPT
Community Capacity Strategic Plan	Hamdorf, Pamela-Sue	OS
Disability Access and Inclusion Plan - engagement summary	Hamdorf, Pamela-Sue	OS
Sport and Active Recreation Strategy - draft strategic direction and role statements	Ranson, Terra Lea	OS
Council and Committee Reporting Schedule	Luke, Jonathan	GO
Infrastructure Schemes - Information for noting	Jones, Craig	GO
Local Area Plan recommendations	Luke, Jonathan	GO
Old Reynella Former Winery Site Draft DPA and SCPA Report for approval	Lacis, Heidi	GO
Sport and Active Recreation Strategy - Sports Assets Work Plan	Morrissey, Matthew	GO
Willunga Planning Policy Review Consultation Outcomes and Recommendations for approval	Bali Dogra, Divya	GO

Council meeting 10/12/19

REPORT SCHEDULED	RESPONSIBLE OFFICER	DEPT
Community Toilet Scheme	Norris, Geoffrey	CS
Audit, Risk, Value and Efficiency Committee meeting minutes of 2/12/19	Hammond, Susan	GO
Council and Committee Reporting Schedule	Hammond, Susan	GO
Strategic Directions Committee meeting minutes of 3/12/19	Hammond, Susan	GO
Review of Long Term Financial Plan	Eckermann, Diane	FA

10. Nominations to external bodies

Nil.

11. Questions on notice

Nil.

12. Motions

12.1 Notice of Motion – Cr Themeliotis – Onkaparinga Council amalgamation

Background

Onkaparinga Councils amalgamation took place 22 years ago. This would be a good opportunity to reflect on the amalgamation. Was it successful? Have our residents benefited? Has all the opportunities/benefits of amalgamation occurred, like we thought they would?

Motion

That Council provide a report on the effectiveness of the Onkaparinga Council amalgamation at its November Council meeting. In reference to the PWC Report , supplemented by other information available and comparable, what benefits have there been to residents of the City of Onkaparinga from amalgamation.

12.2 Notice of Motion - Cr de Graaf - Low Income Reference Group

- 1. That item 9.8 Draft Terms of Reference for Low Income Reference Group of the Ordinary Council meeting held on 20 August 2019 be lifted from the table.**
- 2. That Council approve the draft terms of reference for the Low Income Reference Group, as presented in the 20 August 2019, Council agenda report, Item 9.8 Draft Terms of Reference for Low Income Reference Group at attachment 1.**
- 3. That Council appoint Cr/s..... as proxy/ies to the Low Income Reference Group in accordance with the Terms of Reference.**

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12.3 Notice of Motion to Revoke - Cr Jamieson - Low Income Reference Group

Background

In April 2019 Council supported the creation of a reference group that could consider the Community Capacity Strategy and the Community Plan through the lens of 'low income'.

Since April, the inaugural reference group members (with staff) have been working together to prepare a draft Terms of Reference for endorsement by Council.

Through this process, members have been informing themselves of the significance of the issue and now understand that staff are:

- comprehensively aware of the issue
- engaged with our communities (including those with lived experiences)
- equipped with the specialised skills and expertise required to do so effectively
- connected to the relevant agencies, not for profits and non-government organisations
- passionate about helping our communities deal with their challenges.

This has prompted some members to reconsider the value of the reference group, particularly as it will require a significant investment of time from staff that may not be required if the engagement plans for the two strategies are comprehensive enough to cover what the intention of the reference group was.

The effort required over the last four-months to agree on a draft Terms of Reference is a simple reflection of the challenges of the group, and highlights our concern that it is not the right investment to respond to this important issue.

The significance of the challenges related to low income households (and our response) ideally would benefit from input from all elected members and not the few on the group.

It is for these reasons that the following motion is recommended to rescind Council's previous resolution.

Motion

That the following resolution of Council from 16 April 2019, Item 12.2 Notice of Motion - Cr Themeliotis - Low Income Reference Group:

1. *That Council establish a Low Income Reference Group comprising Elected Members and relevant Council staff to inform the development of the Community Capacity Strategy and Onkaparinga 2035, and in particular to address issues facing low income residents, including but not limited to, those with disabilities, older residents, socially isolated, culturally and linguistically diverse, Aboriginal and youth.*
2. *That Terms of Reference for the Low income Reference Group be developed to clearly define the purpose and expectations of the group and that the Terms of Reference come back to Council for endorsement.*
3. *That staff representatives be nominated by the CEO.*
4. *That Cr Alayna de Graaf be appointed as Chairperson, with the following elected members:*

Mayor Erin Thompson

Cr Bill Jamieson

Cr Marion Themeliotis

to be members of the group.

5. *That a report on progress of the work undertaken by the reference group be presented to Council on a quarterly basis.*

be revoked.

In the event that the above motion is carried, Cr Jamieson has indicated his intention to move the following:

- 1. That Council affirms its commitment to respond to matters related to low income affecting its communities through the planned development of a Community Capacity Strategic Plan and Community Plan, maximising targeted community engagement, and considering this issue together as the full elected body, rather than through the advice of a reference group.**
- 2. That engagement plans be presented to Strategic Directions Committee in October/November 2019 detailing how council will engage on this important issue to inform the review of the Community Plan and development of the Community Capacity Strategy.**

13. Petitions

13.1 Pine Drive Aberfoyle Park Footpath Installation - Petition for Revision of Project Scope

This is a receiving report for a petition.

Manager:	Matthew Morrissey, Manager Assets
Report Author:	Lisa Hutchinson, Infrastructure Asset Planner
Contact Number:	8384 0666
Attachments:	1. Petition (4 pages) 2. Plan showing proposed footpath installation (1 page)

1. Purpose

A petition has been received containing twenty nine (29) signatures requesting a scope review of the Pine Drive, Aberfoyle Park footpath installation project.

2. Recommendations

That Council resolves:

- 1. That the petition in attachment 1 to the agenda report be received.**
- 2. That a survey be conducted of property owners on Pine Drive between property 60 and the eastern end of the road (both sides of the road).**
- 3. That the findings of the survey be presented in a subsequent report to Council by the end of the calendar year.**
- 4. That the head petitioner be notified of Council's decision.**

3. Background

The petition in Attachment 1 (received 10 September 2019) has been submitted by residents of Pine Drive, Aberfoyle Park, requesting that Council review the project scope of a 2019-20 footpath installation project.

The current scope of the Pine Drive footpath project in the Footpaths (New and Significant Upgrade) category of Project and Capital Works (project ID 7226) is:

- Installation of a footpath on one side of Pine Drive between Greenleaf Court and the end of the road.
- The path is to be installed on the southern side of Pine Drive between Greenleaf Court and 60 Pine Drive.
- The path is to be installed on the northern side between 60 Pine Drive and the end of the road. This is due to topography issues which would require the construction of retaining walls if the footpath was constructed on the southern side through this section.
- Refer to Attachment 2 for a diagram showing the extent of proposed works. Construction is proposed for late 2019.

The petition requests that the scope be reduced to only construct the footpath between Greenleaf Court and 60 Pine Drive. Upon receiving the petition we have also been contacted by residents that support the installation of the footpath along the full length of Pine Drive (as per the current scope).

The eastern portion of Pine Drive is a dead end for vehicle traffic but links into a sanded path network within Pine Reserve, though the primary access point for Pine Reserve is opposite Gay Street.

To independently determine support/or non-support for the project and inform **Council's response to the petition, it is recommended that a survey of residents on** the dead end portion of Pine Drive is conducted (including properties on both sides of Pine Drive, east of Pine Reserve) and the results be presented back to Council in a subsequent report.

4. Financial Implications

The Pine Drive footpath project is allocated \$108,295 **in Council's** 2019-20 budget. Any surplus generated due to a reduction in project scope could be reallocated within the 2019-20 Footpath (New and Significant Upgrade) category.

5. Service Alignment Results

The through portion of Pine Drive is a collector road and as per our footpath levels of service, should therefore eventually have a footpath installed on both sides of the road. The no-through portion is a local road and should have a footpath on one side of the road.

Our current Asset Management Plan for footpaths does not make specific provisions for no through roads or cul-de-sacs.

6. Risk and Opportunity Management

Petitions provide a way for the public to inform Council of their needs and concerns and/or provide **information that may assist or influence Council's decision.**

Attachment 1

Geoff Eaton

Councillor - Thalassa ward



- Telephone [0416 637 351](tel:0416 637 351)
- Email Geoff.Eaton@onkaparinga.sa.gov.au

Marion Themeliotis

Councillor - Thalassa ward



- Telephone [0413 747 351](tel:0413 747 351)
- Email Marion.Themeliotis@onkaparinga.sa.gov.au

Contact one of the Elected Members above (they represent our Ward).

Explain markings on road, who you spoke to at Council and what was said.

Ask Elected Member to arrange an **URGENT** onsite meeting with Council and residents to discuss concerns.

Concerns of residents:

1. No prior consultation with affected residents even though this development has been in the planning stage long enough to feature in the Annual Business Plan 2019/20 (attachment)
2. Residents do not want the footpath extended to the end of the cul-de-sac
3. Damage to existing infrastructure eg: lawns, reticulation, letterboxes etc
4. Will have a detrimental effect on the aesthetics of this section of Pine Drive resulting in reduced property values
5. Will increase foot traffic leading to increased vehicular traffic and parking congestion at cul-de-sac
6. Potential for increased petty crime and vandalism as more people start going to the cul-de-sac and realise it is a quiet and sheltered area (especially at night)
7. Main entry to Pine Reserve is more than adequate, no need to encourage entry at the cul-de-sac
8. Money should be spent improving existing paths within the reserve - residents have no objection to an upgrade of the existing gravel path which runs along the main entrance to the reserve

KEY OBJECTIVES

Community wastewater management system (CWMS)

To oversee the management and performance of our seven community wastewater management schemes.

	2019-20 \$m	2018-19 \$m	Variance \$m
Expenditure	\$0.19	\$0.28	\$0.09
Income	\$0.00	\$0.00	\$0.00
Transfer from reserve	\$0.19	\$0.32	\$(0.13)
Net expenditure	\$0.00	\$(0.04)	\$(0.04)

Footpaths

To install and upgrade footpaths to complete our network in accordance with our service levels.

	2019-20 \$m	2018-19 \$m	Variance \$m
Expenditure	\$1.98	\$1.97	\$(0.01)
Income	\$0.00	\$0.00	\$0.00
Net expenditure	\$1.98	\$1.97	\$(0.01)

KEY NEW ASSETS AND SIGNIFICANT UPGRADES ACTIVITIES

We will:

- Implement a number of important network upgrades to ensure continued safe and reliable operation, including:
 - Installing a back-up generator at the Maslin Beach pump station
 - upgrading emergency storage at the Clarendon pump station (deferred from 2018-19).
 - upgrading emergency storage at the Chalk Hill Road, McLaren Vale pump station (deferred from 2018-19).

We will:



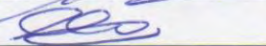
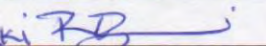

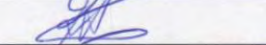

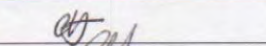
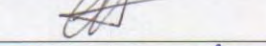
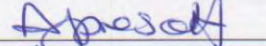

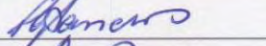
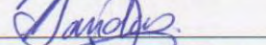
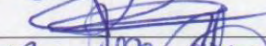
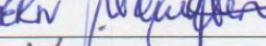
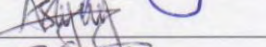
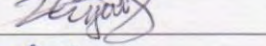
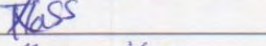
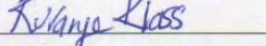
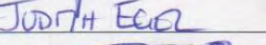

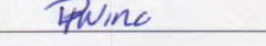
- Provide footpath link improvements along Flaxmill Road, Christie Downs (\$150,000):
 - Christopher Road to Morton Road – crossing and bus infrastructure connectivity
 - Morton Road (North of Genevieve Street) – crossing upgrade
 - Alexander Crescent – reserve and bus infrastructure connectivity and also providing connections to the signalised pedestrian crossing.
- Provide new footpaths in the following locations:
 - Magnolia Avenue and Lee Avenue, Happy Valley (\$90,605)
 - Mount Malvern Road, Chandlers Hill (\$146,035)
 - Reynell Road, Woodcroft (\$190,292)
 - Tatachilla Road, McLaren Vale (\$71,925)
 - Commercial Road, Moana (\$277,993)
 - Giles Road, Willunga (\$141,439)
 - Ween Avenue, Sherwood Avenue and Torrens Street, Happy Valley (\$241,576)
 - Woodcroft Farm Reserve (\$18,600)
 - Jennifer Drive, Morphett Vale (\$41,000)
 - Johnson Crescent and Corpe Avenue, Port Noarlunga (\$93,936)
 - Pine Drive, Aberfoyle Park (\$108,295)
 - Southbound Avenue, Aberfoyle Park (\$30,055)
 - Acorn Street, Aberfoyle Park (\$56,656)
 - Atkinson Drive, Willunga (\$95,000)
 - Reynella bus interchange, Reynella (\$41,753)
 - Kennon St, Aldam Rd kerb ramps, Seaford (\$14,000)
 - Torrens Street to Dawson Ave, Happy Valley (\$100,000)
 - Scenic Way, Hackham (\$66,000).

A PETITION TO

PREVENT THE CONSTRUCTION OF A NEW FOOTPATH COMMENCING AT 63 PINE DRIVE,
ABERFOYLE PARK EXTENDING TO THE CUL-DE-SAC ON PINE DRIVE, ABERFOYLE PARK

TO: CITY OF ONKAPARINGA

THE UNDERSIGNED RESIDENTS REQUEST that the City of Onkaparinga does NOT proceed
with plans to construct a new footpath on Pine Drive, Aberfoyle Park as described above.

NAME (print)	SIGNATURE	ADDRESS
Ashlie Clancey		65 Pine dr Aberfoyle park
Nick Clancey		65 Pine Dr Aberfoyle Park
SARA Egel		65 pine dr Aberfoyle PRK
ROBERT BOGOJENSKI		60 PINE DR ABERFOYLE PARK.
Jarrad Wallace		60 Pine Dr Aberfoyle park
JOJENA WALLACE		60 PINE DR ABERFOYLE PARK
Tim Muehlberg		65 Pine Dr. Aberfoyle Pk.
Cheryll Terpstra		63 Pine Dr Aberfoyle Park.
Orna Terpstra		63 Pine Drive Aberfoyle Park
Alicia Prescott		69 pine drive
Billy Prescott		69 pine Drive
Paul SANDERS		68 Pine Drive. Aberfoyle Park
Heather Sanders		68 Pine Drive Aberfoyle Pk.
Jules Cribble		62 Pine Drive Aberfoyle Pk
Kim Rosamund HERBERT		62 Pine Drive Aberfoyle Pk
Andrew Gigney		75 Pine Drive Aberfoyle Pk
Zoe Gigney		75 Pine Drive Aberfoyle Pk.
TARMA KLASS		65 Pine Drive Aberfoyle PR
Kwamey Klass		65 PINE DR. ABERFOYLE PK.
Judith Egel		65 Pine Ave Aberfoyle Pk.
Russell Munro		66 Pine Drive Aberfoyle Park.
Rebekka TWIKS		18 PINE DR ABERFOYLE PARK.

A PETITION TO

PREVENT THE CONSTRUCTION OF A NEW FOOTPATH COMMENCING AT 63 PINE DRIVE, ABERFOYLE PARK EXTENDING TO THE CUL-DE-SAC ON PINE DRIVE, ABERFOYLE PARK

TO: CITY OF ONKAPARINGA

THE UNDERSIGNED RESIDENTS REQUEST that the City of Onkaparinga does NOT proceed with plans to construct a new footpath on Pine Drive, Aberfoyle Park as described above.

[illegible]

Attachment 2



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14. Urgent business

15. Confidential items
Confidential Clause

If Council so determines item 15.1 to 15.3 may be considered in confidence under Section 90(2) of the *Local Government Act 1999* on grounds contained in the Recommendations below.

A handwritten signature in black ink, consisting of a large, stylized 'D' followed by a horizontal line and a small upward stroke.

Mark Dowd
Chief Executive Officer

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15.1 Kerbside Recycling Contract

1. That:

- a. under the provisions of Section 90(2) of the *Local Government Act 1999* an order be made that the public, with the exception of staff on duty, be excluded from attendance at the meeting in order to consider this item in confidence.
- b. the Council is satisfied that it is necessary that the public, with the exception of staff on duty, be excluded to enable the Council to consider the information at the meeting on the following grounds:

Section 90(3)(d) commercial information of a confidential nature (not being a trade secret) the disclosure of which -
 - (i) could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and
 - (ii) would, on balance, be contrary to the public interest;and

Section 90(3)(h) legal advice.
- c. accordingly, on this basis the principle that meetings of the Council should be conducted in a place open to the public has been outweighed by the need to keep the information or discussion confidential.

2. Confidential

3. a. That the matter of Kerbside Recycling Contract having been considered by the Council in confidence under sections 90(2) and 90(3)(d) and 90(3)(h) of the *Local Government Act 1999* that an order be made under the provisions of sections 91(7) and (9) of the *Local Government Act 1999* that the agenda report, discussion and minutes of the Council relating to discussion of the subject matter be kept confidential until the expiry of our kerbside recycling processing contract in 2024, or to the expiry date of any related contracts entered into in relation to this matter to maintain the commercial in confidence aspects of the contractual arrangement (whichever date is the latter) with the exception of the details of the name of Council's recycling processor and the total contract price for inclusion and publication in the Council's budget and any associated media releases, in order to allow our community to be informed.
- b. That, pursuant to section 91(9)(a) of the *Local Government Act 1999*, Council delegates the duty to conduct an annual review of the confidentiality order to the Chief Executive Officer, or their sub-delegate.
- c. That, pursuant to section 91(9)(c) of the *Local Government Act 1999*, Council delegates the power to revoke the confidentiality order to the Chief Executive Officer, or their sub-delegate.

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15.2 CEO Performance Management Committee meeting confidential minutes of 5 September 2019 re 2018-19 CEO Performance Review Draft Survey

1. That:

- a) under the provisions of Section 90(2) of the *Local Government Act 1999* an order be made that the public, with the exception of the Director Corporate and City Services, be excluded from attendance at the meeting in order to consider this item in confidence.
- b) the Council is satisfied that it is necessary that the public, with the exception of the Director Corporate and City Services and Governance staff on duty, be excluded to enable the Council to receive and consider the information and report at the meeting on the following grounds:

Section 90(3)(a) information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead), in this instance being matters related to the terms and conditions of the employment contract for the Chief Executive Officer
- (c) the Council is satisfied that it is reasonably foreseeable that the public disclosure or discussion of information concerning the contract of employment of a person at the meeting would be inconsistent with accepted principles of professional human resource management.

2. Confidential

- 3. That the matter of the CEO Performance Management Committee meeting confidential minutes of 5 September 2019 re 2018-19 CEO Performance Review Draft Survey having been considered by the Council in confidence under Sections 90(2) and 90(3)(a) of the *Local Government Act 1999* that an Order be made under the provisions of Sections 91(7) and (9) of the *Local Government Act 1999* that the discussion, information, reports, attachments and minutes of the Council having been dealt with on a confidential basis under Section 90(3)(a) of the *Local Government Act 1999* (with the exception that this information may be released to the Chief Executive Officer, the Director Corporate and City Services and the Independent Advisor to the Chief Executive Officer Performance Management Committee) be kept confidential until 30 April 2027 (being seven years following the expiry of the CEO's contract of employment in accordance with standard human resource record keeping practices)..**

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15.3 CEO Performance Management Committee meeting confidential minutes of 5 September 2019 re 2018-19 CEO Annual Performance Presentation

1. That:

- a) under the provisions of Section 90(2) of the *Local Government Act 1999* an order be made that the public, with the exception of the Director Corporate and City Services and Governance staff on duty, be excluded from attendance at the meeting in order to consider this item in confidence.
- b) the Council is satisfied that it is necessary that the public, with the exception of the Director Corporate and City Services and Governance staff on duty, be excluded to enable the Council to receive and consider the information and report at the meeting on the following grounds:

Section 90(3)(a) information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead), in this instance being matters related to the terms and conditions of the employment contract for the Chief Executive Officer.

- (c) the Council is satisfied that it is reasonably foreseeable that the public disclosure or discussion of information concerning the contract of employment of a person at the meeting would be inconsistent with accepted principles of professional human resource management.

2. Confidential

- 3. That the matter of the CEO Performance Management Committee meeting confidential minutes of 5 September 2019 re 2018-19 CEO Annual Performance Presentation having been considered by the Council in confidence under Sections 90(2) and 90(3)(a) of the *Local Government Act 1999* that an Order be made under the provisions of Sections 91(7) and (9) of the *Local Government Act 1999* that the discussion, information, reports, attachments and minutes of the Council having been dealt with on a confidential basis under Section 90(3)(a) of the *Local Government Act 1999* (with the exception that this information may be released to the Chief Executive Officer, the Director Corporate and City Services and the Independent Advisor to the Chief Executive Officer Performance Management Committee) be kept confidential until 30 April 2027 (being seven years following the expiry of the CEO's contract of employment in accordance with standard human resource record keeping practices).**

16. Closure

Conflict of Interest Disclosure Form

CONFLICTS MUST BE DECLARED VERBALLY DURING MEETINGS

Councillor:

Date:

Meeting name:

Agenda item no:

1. I have identified a conflict of interest as:

MATERIAL ☐

ACTUAL ☐

PERCEIVED ☐

MATERIAL: Conflict arises when a councillor or a nominated person will gain a benefit or suffer a loss (whether directly or indirectly and whether pecuniary or personal) if the matter is decided in a particular manner. If declaring a material conflict of interest, Councillors must declare the conflict and leave the meeting at any time the item is discussed.

ACTUAL: Conflict arises when there is a conflict between a councillor's interests (whether direct or indirect, personal or pecuniary) and the public interest, which might lead to decision that, is contrary to the public interest.

PERCEIVED: Conflict arises in relation to a matter to be discussed at a meeting of council, if a councillor could reasonably be taken, from the perspective of an impartial, fair-minded person, to have a conflict of interest in the matter – whether or not this is in fact the case.

2. The nature of my conflict of interest is as follows:

(Describe the nature of the interest, including whether the interest is direct or indirect and personal or pecuniary)

3. I intend to deal with my conflict of interest in the following transparent and accountable way:

☐ I intend to **leave** the meeting

OR

☐ I intend to **stay** in the meeting *(complete part 4)*

4. The reason I intend to stay in the meeting and consider this matter is as follows:

(This section must be filled in. Ensure sufficient detail is recorded of the specific circumstances of your interest.)

and that I will receive no benefit or detriment direct or indirect, personal or pecuniary from considering and voting on this matter.

CONFLICTS MUST ALSO BE DECLARED VERBALLY DURING MEETINGS

Governance use only: Member voted FOR/AGAINST the motion.

Ordinary Business Matters

A **material, actual** or **perceived** Conflict of Interest does not apply to a matter of ordinary business of the council of a kind prescribed by regulation.

The following ordinary business matters are prescribed under Regulation 8AAA of the *Local Government (General) Regulations 2013*.

- (a) *the preparation, discussion, conduct, consideration or determination of a review under section 12 of the Act*
 - (b) *the preparation, discussion, adoption or revision of a policy relating to allowances and benefits payable to members if the policy relates to allowances and benefits payable equally to each member (rather than allowances and benefits payable to particular members or particular office holders)*
 - (c) *the preparation, discussion, adoption or alteration of a training and development policy under section 80A of the Act*
 - (d) *the preparation, discussion, adoption or amendment of a strategic management plan under section 122 of the Act*
 - (e) *the adoption or revision of an annual business plan*
 - (f) *the adoption or revision of a budget*
 - (g) *the declaration of rates (other than a separate rate) or a charge with the character of a rate, and any preparation or discussion in relation to such a declaration*
 - (h) *a discussion or decision of a matter at a meeting of a council if the matter—*
 - (i) *relates to a matter that was discussed before a meeting of a subsidiary or committee of the council*
 - (ii) *the relevant interest in the matter is the interest of the council that established the committee or which appointed, or nominated for appointment, a member of the board of management of the council subsidiary or regional subsidiary.*
- (2) *For the purposes of section 75(3)(b) of the Act, a member of a council who is a member, officer or employee of an agency or instrumentality of the Crown (within the meaning of section 73(4) of the Act) will not be regarded as having an interest in a matter before the council by virtue of being a member, officer or employee.*

Engagement and membership with groups and organisations exemption

A member will not be regarded as having a conflict of interest **actual** or **perceived** in a matter to be discussed at a meeting of council **by reason only of**:

- an engagement with a community group, sporting club or similar organisation undertaken by the member in his or her capacity as a member; or membership of a political party
- membership of a community group, sporting club or similar organisation (as long as the member **is not** an office holder for the group, club or organisation)
- the member having been a student of a particular school or his or her involvement with a school as parent of a student at the school
- a nomination or appointment as a member of a board of a corporation or other association, if the member was nominated for appointment by a Council.

However, the member will still be required to give careful consideration to the nature of their association with the above bodies. Refer Conflict of Interest Guidelines.

For example: If your **only** involvement with a group is in your role as a Council appointed liaison as outlined in the Council appointed liaison policy, you will not be regarded as having a conflict of interest actual or perceived in a matter, and are NOT required to declare your interest.